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ABSTRACT

The Louisiana Educational Employees Professional Improvement Program was designed to encourage continuing educational efforts by public school teachers. Participation in the program is voluntary and is open also to administrative staff, specialists, and other personnel for whom a valid certificate is required for employment. The current revised program adds significant dimensions to the previous in-service endeavors of prior state programs in that it provides salary enhancements based upon individually planned professional development programs that include both academic and in-service pursuits. In addition, salary increments provided by the program are such that participants are encouraged to continue their studies and to remain in the teaching profession. This document provides guidelines for participation in the program. Included in the appendices are definitions of terms used in the program description, regulations pertaining to increments, and samples of forms used by program administrators and participants. (JD)

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STATE OF LOUISIANA

DEPARTMENT OF EDUCATION

BULLETIN 1619

Revised January, 1985

# GUIDELINES

# LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

Issued by
THE LOUISIANA DEPARTMENT OF EDUCATION

THOMAS G. CLAUSEN

STATE SUPERINTENDENT

This public document was published at a total cost of $3,937.70; 3,000 copies of this public document were published in this first printing at a cost of $3,937.70. The total cost of all printings of this document was $3,937.70, including reprints. This document was published by the Louisiana State University Printing Office, Baton Rouge, LA 70803, to provide information relative to the Professional Improvement Program under authority of R.S. 17:3601-R.S. 17:3661. This material was printed in accordance with the standards for printing by state agencies established pursuant to R.S. 43:31.

## FOREWORD

This publication represents the work of the State Committee for the Louisiana Educational Employees Professional Improvement Program. This committee is composed of educators and interested citizens from various parts of the State of Louisiana. The purpose of these guidelines is to facilitate the continued administration of the Louisiana Educational Employees Professional Improvement Program.

It has long been recognized that the quality of education depends in large part upon the quality of teachers in our schools. Together with other ongoing programs such as competency-based education, tuition exemption, accountability and assessment, and inservice education, the Louisiana Educational Employees Professional Improvement Program is designed to contribute to the dynamic opportunities and incentives for continually improving the quality of professionals who teach the children and youth in our public schools.

It is my belief that the publication of these guidelines represents a most important step toward our goal of providing quality education for every child in the public elementary and secondary schools of Louisiana.

Thomas G. Clausen

THOMAS G. CLAUSEN
State Superintendent

ACKNOWLEDGMENTS

The work of two committees laid the foundation for the enactment of the Louisiana Educational Employees Professional Improvement Program. Acknowledgment is hereby extended to the significant contribution made by the Governor's Education Study Committee (1975), which recommended that a salary schedule based upon professional improvement be instituted, and to the Superintendent's Committee, which developed "A Proposed Professional Improvement Plan for Teachers and Other Professional School Employees" (April, 1980).

Appreciation for the development of the guidelines and for the implementation and the administration of the Louisiana Educational Employees Professional Improvement Program goes to members of the State Committee for the Louisiana Educational Employees Professional Improvement Program and to contributing State Department of Education professional staff.

The Department sincerely thanks all those persons whose cooperation and dedication have contributed to the development of both the Louisiana Educational Employees Professional Improvement Program and to the Revised Guidelines for the Louisiana Educational Employees Professional Improvement Program (Bulletin 1619), January, 1985.

William E. Stephens, Jr., Assistant Superintendent
Office of Academic Programs

## PREFACE

The Louisiana Constitution sets forth an unequivocal commitment to the value of continuing educational opportunity for all citizens throughout all stages of their development (Preamble to Article VII, Louisiana Constitution). In the Regular Session of the Louisiana Legislature in 1980, the Louisiana Educational Employees Professional Improvement Program was enacted as a part of a continuing effort to progress toward realization of that value. This legislation (Act 207) was designed to encourage continuing educational endeavors by that segment of our citizenry, the teachers in our public schools, who are directly charged with the formal education of our state's children. Additional legislation (Acts 336, 337, 617, 907, and 935 of 1981 and Acts 414, 262, 433, and 841 of 1982) was enacted during the Regular Sessions of the 1981 and 1982 Louisiana Legislature, as well as at the Extraordinary Session of 1983 (Acts 43 and 44), the Regular Session of 1983 (Acts 23, 99, 189, 414, 506, and 606), and the Regular Session of 1984 (Acts 257, 475, 698, 759, and 833) to augment further the avowed purposes of the original pieces of legislation.

Participation in the Louisiana Educational Employees Professional Improvement Program is voluntary and is available to public school teachers who have completed three years of teaching experience. Public elementary and secondary classroom teachers, librarians, principals, assistant principals, guidance counselors, and other personnel for whom a valid, standard type A, B, C, or Lifetime Louisiana Teaching Certificate is required for employment are eligible to participate in the

program. In addition, employees in the public schools who hold a valid Vocational Technical Industrial Education certificate and who possess three years of teaching experience are also eligible to participate in the program. Further, those employees in the thirteenth and fourteenth grades who possess valid teaching certificates or VTIE certificates and three years teaching experience may enroll in the program. Finally, speech therapists who possess valid Louisiana ancillary certificates issued by the State Board of Elementary and Secondary Education may also choose to enroll in the program. All participants shall be involved in either curriculum and/or instruction (see Appendix B for list of eligible participants).

The purpose of the Professional Improvement Program as stated in R.S. 17:3610 (Act 207 of 1980) is as follows:

> ...to provide a mechanism by which professional educational employees in the state have an opportunity for continuing professional growth and improvement in order to enable them to acquire and to bring into the classroom innovative ideas, insight, greater competence, and better methods of instruction.

Previous legislation has to some extent encouraged continued educational pursuits by educators. R.S. 17:7.3 (C) and (D) and R.S. 17:7.3 (A) provide tuition exemption for educators taking coursework in the state's colleges and universities. There is also a salary incentive for the attainment of appropriate advanced degrees.

In addition, there is a program of regular inservice activities for all Louisiana Teachers offered on an optional basis by local education agencies. These programs provide opportunities for teachers to identify their professional needs and to evaluate the quality of the programs designed to meet these needs.

The Louisiana Educational Employees Professional Improvement Program, on the other hand, adds significant dimensions to the previous inservice endeavors in that it provides salary enhancements based upon individually planned professional development programs that include both academic and inservice pursuits. In addition, salary increments provided by the Louisiana Educational Employees Professional Improvement Program are such that participants are encouraged to continue their studies and to remain in the teaching profession.

Interest in the continuing education of teachers has increased notably in recent years. This increased interest is indicated by the growing attention of legislatures throughout the nation, by increasing numbers of publications and conferences relating to inservice education and professional development, and by the responsiveness to the recently created National Council of States on Inservice Education. Recruitment, cultivation, and retention of well-educated, professionally competent teachers dedicated to the Louisiana goal of providing just and humane schools designed to promote excellence (Preamble to Article VIII, Louisiana Constitution) should be a consequence of opportunities for advancement in both education and income, as provided in the program.

In the early 1960s, Higher Education for the Teaching Profession, a document published by the Teacher Education and Professional Standards (TEPS) Commission, stated that the goal of preservice teacher education should be the development of "educated persons who are prepared to begin the tasks of teaching." The academic and inservice portions of the Louisiana Educational Employees Professional Improvement Program extend that goal with a view to developing increasingly better educated persons

who are gaining a proficiency in professional and technical skills application.

MEMBERS OF THE STATE COMMITTEE FOR THE

LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

(TERM OF APPOINTMENT: 1984-1988)*

| GOVERNOR'S PLANNING DISTRICT I | STATE COMMITTEE REPRESENTATIVE |
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| DISTRICT III | |
| Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, and Terrebonne Parishes | Mr. William Sirmon<br>Community Leader<br>Luling |
| DISTRICT IV | |
| Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes | Mr. E. R. McMurray<br>Principal<br>Patterson |
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| Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, and Winn Parishes | Mrs. Jessie Jackson<br>Classroom Teacher<br>Alexandria |
| DISTRICT VII | |
| Bienville, Bossier, Caddo, Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine, and Webster Parishes | Mr. Thaddeus Pardue<br>Classroom Teacher<br>Shreveport |

| DISTRICT VIII | STATE COMMITTEE REPRESENTATIVE |
|---|---|
| Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Ouachita, Richland, Tensas, Union, and West Carroll Parishes and the City of Monroe | Mrs. Betty Hill<br>Classroom Teacher<br>Monroe |
| AT LARGE | Mrs. Mary Sagrera<br>Supervisor<br>Abbeville |
| AT LARGE | Mr. Jesse Prudhomme<br>Classroom Teacher<br>Opelousas |
| STATE DEPARTMENT OF EDUCATION | Mr. Dennis Nugent<br>Administrative Officer, Discipline<br>Baton Rouge |
| *DEAN, COLLEGE OF EDUCATION | Dr. Bernard Shadoin<br>Northeast Louisiana University<br>Monroe |
| *DEAN, GRADUATE SCHOOLS | Dr. Judith Morgan<br>McNeese State University<br>Lake Charles |
| *BOARD OF REGENTS APPOINTMENT | Dr. Hulen Williams<br>Retired, Louisiana State University<br>Baton Rouge |
| *BOARD OF TRUSTEES FOR STATE COLLEGES AND UNIVERSITIES APPOINTMENT | Mrs. Anne Willet<br>2211 Military Road<br>Pineville |

*Dean, College of Education and Dean, Graduate School: Term of appointment, 1981-1985; Board of Regents Appointment: Term of appointment, 1982-1986; Board of Trustees appointment: Term of appointment, 1983-1987.

STATE COMMITTEE OFFICERS

Mrs. Betty Hill, Chairman

Mrs. Anne Willet, Vice-Chairman

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DESCRIPTION OF STATE COMMITTEE FOR THE

LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

The State Committee for the Louisiana Educational Employees Professional Improvement Program was created in the Department of Education to develop the guidelines and the criteria for the implementation and the administration of R.S. 17:3601 - R.S. 17:3661 and subsequent legislation relative to the Professional Improvement Program. The composition and the manner of selection of the State Committee are stated in R.S. 17:3610 and R.S. 17:3612 as follows:

(1) Eight of the members shall be appointed, one from each of the eight established planning districts of the state. They shall be employed by a public school system in Louisiana; six shall be classroom teachers, librarians, or guidance counselors; one shall be a principal, and one shall be a supervisor.

(2) Two members shall be appointed from the state at large, at least one of whom must have a child enrolled in a public school.

(3) One member shall be an employee of the professional staff of the Department.

(4) One member shall be appointed from among the deans of education of the public colleges and universities in the state.

(5) One member shall be appointed from among the graduate deans of the public colleges and universities in the state.

(6) One member shall be appointed from among designees of the Board of Regents who are recommended by the Board of Regents for the appointment.

(7) One member shall be appointed from among designees of the Board of Trustees for State Colleges and Universities who are recommended by the Board of Trustees for the appointment.

Eleven members of the original committee were selected for four-year concurrent terms beginning in 1980-81. The deans were selected for four-year concurrent terms beginning in 1981-82. The representative of

the Board of Regents was selected for a four-year term beginning in 1982-83; the representative of the Board of Trustees for State Colleges and Universities was selected for a four-year term beginning in 1983-84. Eleven new committee members were selected for four-year concurrent terms beginning in 1984-85. Nominating organizations included: Association for Professional Educators of Louisiana, the J. K. Haynes Foundation, Louisiana Association of Educators, Louisiana Association of Principals, Louisiana Federation of Teachers, Louisiana Association of School Superintendents, Louisiana Association of School Executives, Louisiana School Boards Association, Louisiana School Supervisors' Association, the Council of Deans of Education of the state's institutions of higher education, the Council of Deans of Graduate Schools of the state's institutions of higher education, the Board of Regents, and the Board of Trustees for State Colleges and Universities. One member of the State Committee was appointed by the Superintendent to represent the Department of Education.

The powers, duties, and functions of the State Committee as stated in R.S. 17:3613 are as follows:

(1) Establish and disseminate criteria and guidelines for the implementation and administration of the professional improvement program committees.

(2) Fix the number of points which must be earned for successful completion of a five-year professional improvement program.

(3) (a) Determine and disseminate the specific types of activities and pursuits for which points can be earned by participants in the program and fix the points to be credited for each type of activity and pursuit provided that for points to be credited, all activities and pursuits must be in the areas of certification or the area of job responsibility of the participant.

(b) Determine and specify what area of certification must be possessed by a teacher to undertake each specific activity and pursuit.

(c) Annually provide a listing of all activities and pursuits approved by the State Committee together with a listing of the areas of certification required to undertake such activity and pursuit, and submit such listings to the legislature not later than March 1 of each year.

(d) (1) Notwithstanding any provisions of the Paragraph to the contrary, all activities and pursuits offered by a Louisiana public college or university shall be submitted to the management board of such institution prior to its submission to the State Committee. No such activity or pursuit which is not approved by the appropriate management board shall be submitted to the State Committee.

(2) Notwithstanding any provisions of this Paragraph to the contrary, all activities and pursuits relative to inservice training which are submitted to the State Committee for consideration, including those which are submitted by any Louisiana public college or university, shall be reviewed and evaluated by the Department of Education through the procedure used by the department to review inservice training programs in accordance with the provisions of R.S. 17:2413. All inservice training programs approved by the State Committee shall be reviewed and evaluated by the department in accordance with the provisions of this Subparagraph for the review and evaluation of other such programs. The department shall submit to the State Committee any recommendations relative to approval, modification, or rejection of such activities and pursuits.

(4) Review and evaluate the activities of the local professional improvement committees and make recommendations for improvement.

(5) Coordinate statewide and local professional improvement program activities with the department.

(6) Do and perform any other thing necessary or incidental to accomplish the above purposes.

Members of the State Committee have concurrent terms of four years and may be reelected or appointed for successive terms. Vacancies are filled for remainders of unexpired terms in the same manner as is provided for initial selection. Members serve without compensation, though they do receive release time and their regular salaries as school employees.

DESCRIPTION OF LOCAL COMMITTEES

PROFESSIONAL IMPROVEMENT PROGRAM

The composition, the manner of selection, and the work of the local committees for the Louisiana Educational Employees Professional Improvement Program are so vital to the operation and the potential of the program that the sections of legislation that set forth these provisions are included as follows:

§3614. Local system professional improvement committees

Not later than thirty days after the beginning of the 1980-81 school year, there shall be established for each parish or city school system in this state a Local System Professional Improvement Program Committee, hereafter referred to as the local committee. Each local committee shall be composed of eleven members. However, in those school systems with over eight hundred participants enrolled, one additional member shall be elected to the committee for every additional four hundred participants enrolled within that particular school system. Every additional member over eleven members shall be a classroom teacher and shall be elected by the classroom teachers in that system.

(1) Seven of the members, each of whom shall be employed as either a classroom teacher, guidance counselor, or librarian in a public school in the respective school system, shall be elected by the classroom teachers, the guidance counselors, and the librarians in that system.

(2) One of the members, who shall be a principal of a public school in the respective system, shall be elected by the principals in the school system.

(3) One of the members, who shall be employed as a professional staff member of the central school board office of the respective school system, shall be elected by the professional staff employees of the central school board office of the respective system.

(4) Two of the members shall be appointed by the respective school board from the public at large. At least one of these members shall have a child enrolled in a public school of the respective area.

(5) Additional members allowed in school systems having more than 800 enrolled participants must be classroom

teachers, guidance counselors, or librarians and must be elected by their peers.

§3615. Terms; vacancies

The members shall serve concurrent terms of four years each. A member may be reelected or reappointed to serve successive terms. A vacancy in the membership prior to the expiration of the term shall be filled for the remainder of the unexpired term, in the manner as is provided for initial selection.

§3617. Powers, duties, and functions of the local committee shall be to:

(1) Implement the professional improvement program in the respective school system within the guidelines and criteria established by the State Committee.

(2) (a) Review and approve, modify, or reject the professional improvement plans submitted by each participating teacher in his respective school system. Notwithstanding any provision of the Paragraph to the contrary, upon the submission of such plans to the local committee, each participant shall submit a copy of his plan to his immediate supervisor in his school system or his designee. Such supervisor or his designee may make recommendations relative to the participant's plan.

(b) Report to the legislature any instance in which the local committee approves a plan which provides for the undertaking of an activity or pursuit by the participant which is not in the participant's area of certification.

(3) Periodically, but not less than once a year, review the actual accomplishments of each participating teacher, fix the number of points actually earned for each completed activity, and notify the teacher in writing of the points awarded. The number of points to be awarded for each activity shall be based on such criteria as fixed by the State Committee in accordance with provisions of R.S. 17:3613. Notwithstanding any other provisions of law to the contrary, no action shall be taken pursuant to this paragraph except upon the affirmative vote of a majority of the entire membership of the local committee.

(4) Review and certify or reject the successful completion of the five-year professional improvement program of each participating teacher.

(5) Consider and grant or reject each application submitted for a one-year extension of time to complete a program. Extensions of one year shall be granted if the local

committee finds the failure to complete the five-year program was the result of extenuating circumstances.

(6) Notify the department of the success or failure of each teacher who voluntarily participates in the program to retain the professional improvement program endorsement on his certificate at the end of the five-year program of each teacher voluntarily participating.

(7) Report at least once each year on its activities to the State Committee and make recommendations for improvement of the program and its administration.

(8) Review all activities and pursuits contained in plans approved by such committees after said activities and pursuits are underway and recommend to the State Committee the need to alter or terminate such activities.

Each member of a local committee shall serve without compensation for the necessary time expended in the performance of his duties as a member of the committee. Those members who are regularly employed in a public school system shall be afforded release time and shall receive their regular pay. In addition, substitutes shall be provided for these employees; substitute pay shall be provided by the State Department of Education.

Should a committee member resign from the committee at any given time, he shall be awarded no points for service on the committee. Should a committee member be assigned a new job responsibility which requires his being replaced by another on the local committee, he shall receive points for the time he served and the person elected to replace him shall receive points for the time he shall serve (e.g., a classroom teacher is reassigned to a supervisory or administrative position). Should a participant replace a committee member who has died, he shall receive points for the time he serves in completion of the term. A committee person who has been suspended from his employment within his school system, likewise, shall not continue to serve on the committee

during his time of suspension; the participant elected to replace him shall receive points for the time he serves in completion of the term. Should a committee member not be in attendance for two consecutive committee meetings or work sessions during a school year, excepting extenuating circumstances, he may be replaced by election regulations and receive no points for that year's service. (See section on awarding of points, pp. 27-28.)

Necessary clerical and accounting staff and facilities for meetings, record-keeping, communication, and other necessary business of the committee shall be furnished by the local school board (see pp. 81-83). Each local committee shall meet the first week of each month to act on modifications. Modifications shall be submitted by the first of each month to the local committees; local committees shall act on these modifications within 30 days. Participants may modify their original plans but twice during the year, excepting extenuating circumstances. Modifications shall be approved by the local committee prior to a participant's attending an inservice activity or completing a college course, except in the case of extenuating circumstances. The local committee may grant modifications after the fact if there are extenuating circumstances and if the request is made by the participant within 30 days after the completion of the academic or inservice activity. All modifications for the current year are due by June 30.

In regard to questions concerning a quorum of the committee and the meeting of local committees during the summer months, the State Committee reiterates R.S. 17:3617.6: "Notwithstanding any other provision of law to the contrary, no action shall be taken pursuant to this Paragraph

except upon the affirmative vote of a majority of the entire membership of the committee."

LOCAL SUPERINTENDENTS SHALL BE REQUIRED TO SEND TO THE STATE COMMITTEE A NOTARIZED STATEMENT IN WHICH THEY DESCRIBE THE PROCEDURES USED IN ELECTING THEIR LOCAL COMMITTEES AND CERTIFYING THAT SAID PROCEDURES ARE IN COMPLIANCE WITH THE PROVISIONS OF R.S. 17:3610.

## DEVELOPMENT AND APPROVAL OF THE FIVE-YEAR PLAN

Each Louisiana Educational Employees Professional Improvement Program participant shall submit for approval by the local Louisiana Educational Employees Professional Improvement Program Committee a yearly plan that provides for the appropriate number of points in both the academic and the inservice areas during a five-year period. A five-year professional improvement plan is composed of five one-year components, which means that the participant shall acquire the specified number of professional improvement points in both academic pursuits and the inservice activities areas for each of the five years.

According to the provisions of R.S. 17:3617:

A. Each participating teacher shall submit to his or her local committee, in writing, a professional improvement program plan for five years, which shall be based on his or her need as determined through self-evaluation or career needs and interests as determined in conjunction with the local committee. Each plan shall indicate as specifically as possible the activities intended to be pursued, the time for completion, and the goals to be reached. Each plan shall be subdivided into one-year increments and shall contain the estimate of the teacher of the number of points each activity should be awarded.

B. Each submitted plan shall be reviewed, evaluated, and, if necessary, modified by the local committee, which shall assign the number of points to be awarded for each activity planned as determined by the State Committee in accordance with R.S. 17:3613 (3). The local committee shall require that the total points to be earned in each five-year plan is the number required by the State Committee.

C. Each participant may modify his plan during the five years with the approval of the local committee, if such modification does not reduce the total number of points required to be earned for successful completion of the program. A participant who transfers from one public school system to another may continue to follow the plan approved by the local

committee in the system from which the transfer was made (see page 35 regarding modifications).

In order for all Louisiana Educational Employees Professional Improvement Program plans to move through appropriate approval procedures, it is necessary that the plans be submitted either before or by the established deadline for accepting plans for approval. Participants must keep in mind that time for appeals must be allowed for those individuals who wish to appeal an adverse decision by the local committee with regard to their plans (See pp. 35-38, 64, 89.)

Each plan submitted by Louisiana Educational Employees Professional Improvement Program participants shall be read and initialed by a minimum of three members of the local committee before it can be approved. Should any one of these three committee members have reason to question any part of the plan, the plan shall be turned over to the chairman of the local committee who, with the assistant chairman of the local committee, shall give further study to the plan. Following this review and evaluation, if the chairman and the assistant chairman of the local committee also find reason to disapprove the plan, it shall be reviewed by the entire local committee. The participant shall then be notified in writing of reasons for the disapproval of his plan and be given suggested procedures for either revising and resubmitting the plan to the local committee or submitting an appeal to the local Louisiana Educational Employees Professional Improvement Program committee within that period designated for appeals.

R.S. 17:3617 stipulates that:

A. Periodically, but not less than once each year (see deadlines for reporting, Appendix D), each participant shall submit a written report with proper documentation of the activities completed, as of that time. The local committee shall review the report, fix the number of points actually earned for the

completed activities, and recommend any necessary modification of the plan.

B. At the completion of each five-year plan, the local committee shall review the activities completed and notify the teacher and the State Committee in writing that (1) the five-year program has been successfully completed by the teacher, or (2) the five-year program has not been successfully completed, with reasons for such decision, or (3) upon application of the participant, a one-year extension for completion has been granted because of extenuating circumstances.

C. Certificates (Teaching) subsequent to the initial certificate issued to a participating teacher shall contain an endorsement of participation in a professional improvement program.

D. If a participating teacher fails to complete his or her approved program during the five year period, or within an additional year if there were acceptable extenuating circumstances, his or her certificate shall be renewed without the endorsement and the additional compensation shall cease (see pertinent section relative to appeals, pp. 40-41).

E. If any participating teacher fails to complete his or her program because of any interruption of at least one year in his employment, exclusive of interruptions caused by the provisions of R.S. 17:1711 through R.S. 1217, except that leave granted pursuant to R.S. 17:1186 will not be excluded if granted for other than health reasons, the endorsed certificate may be reinstated upon his or her return to active educational employment. The number of points accumulated during the PIP year 1984-85 by each participant shall be entered by the local committee on a form provided by the State Department of Education. These forms shall be submitted to the State Department of Education no later than August 1, 1985 (see page 13, E).

R.S. 17:3621.1 stipulates that:

A. Each teacher participating in a professional improvement program in accordance with the provisions of this chapter shall enter into a written agreement with the State Superintendent of Education obligating such teacher to reimburse the State Superintendent of Education for all compensation paid by the state to such teacher as a participant in such program in excess of that provided for such teacher under R.S. 17:421.3 or the statute providing state-paid salary for such teacher. Reimbursement shall be required from the teacher in any one year in which he does not successfully complete all the elements prescribed in his program for that year in accordance with R.S.17:3623(A), except as provided in R.S. 17:3653. (See Appendix B.)

B. When any teacher fails to successfully complete all the elements prescribed for any one year of his program as herein provided, except as provided in R.S. 17:3653, he shall reimburse the State Superintendent of Education all monies paid to him by the state as a participant in such program in excess of the amount provided for such teacher in R.S. 17:421.3 or the statute providing state-paid salary for such teacher for that year. The State Professional Improvement Committee, provided for in R.S. 17:3610, shall adopt rules and regulations to establish a procedure by which this reimbursement shall be accomplished. If any teacher fails to make timely reimbursement to the State Superintendent of Education in accordance with the provisions of this Section and the rules and regulations adopted pursuant hereto, there shall be imposed a specific penalty to be added to such reimbursement. Such penalty and the original reimbursement amount shall constitute a legal obligation of the teacher. The Attorney General shall collect all such obligations which are not timely paid on behalf of the Superintendent of Education.

C. Any participant whose plan is found to contain activities or pursuits not approved for participants in his area of certification or not otherwise approved by the State Committee shall lose all points awarded for such activities or pursuits, and, if the total points awarded after such deduction has been made are not sufficient to qualify such participant for an enhanced salary under the provisions of this Chapter, he shall be required to reimburse the State Superintendent of Education for any enhanced salary received, such reimbursement to be accomplished as provided in this section. The State Committee shall determine whether reimbursement shall be required in accordance with the provisions of this Subsection (see Appendix B).

D. Any participant who owes the state money in reimbursement in connection with either the Professional Improvement Program or the tuition exemption program shall be prohibited from further participation in said programs (Act 44 of the 1983 Extraordinary Session of the Louisiana Legislature).

E. No teacher may submit or pursue more than one five-year program, and no teacher may initiate a five-year program after June 30, 1984. Any application pending approval as of May 30, 1984 shall be considered and if approved such shall be permitted to initiate his five-year program after June 30, 1984. This Act became effective with the creation of the Career Ladder Commission.

APPROVAL PROCEDURES FOR CONFERENCES, SEMINARS,

WORKSHOPS, AND NEW ACADEMIC COURSES

R.S. 17:3610, the Louisiana Educational Employees Professional Improvement Program, delegates to the State Committee the responsibility for approving all educational conferences, seminars, workshops, and task forces sponsored by "a public body, an accredited institution of higher education, a non-profit foundation, or a professional organization or association of recognized stature."

It is understood that the State Committee is mandated to approve both the content of all conferences, seminars, etc., as well as the sponsoring organizations and/or institutions. Those organizations or institutions wishing to offer programs for approval must provide, in writing, by a designated date, the following information, which will be submitted on a form prepared by the Louisiana Department of Education:

Whether activity is a new submission or a resubmission

Type of offering (workshop, conference, etc.)

Name of sponsoring organization

Domicile of organization

Exact title of offering

Location of offering

Eligible participants

Position and employing agency of presenter

Total contact hours

Number of points

Fee to be charged (if any)

Beginning and ending date of activity

Time activity is to be offered

Contact person

Rationale for seminar, course, etc.

Objectives (minimum of two)

Brief description of offering

The following number restrictions shall be imposed on inservice activities submitted for PIP approval:

Workshop - 7-50 participants

Seminar - 7-20 participants

Conference - more than 50 participants

For purposes of the Professional Improvement Program, the State Committee at its July 22, 1982 meeting adopted the following guidelines relative to sponsors of inservice activities:

1. All inservice activities shall be conducted under authorized sponsorship.
2. The sponsorship of all inservice activities shall be authorized under the same criteria.
3. The criteria shall be those set forth by law for educational seminars and are identified as the following:

   a. A public body,
   b. A non-profit foundation,
   c. A professional organization or recognized stature promulgated by the State Committee, and
   e. The Department of Education.

4. The criteria are defined as the following:

   a. Public body - any legally constituted group with the sole function of providing services to the public;
   b. Accredited institution - any regionally accredited institution of higher education as listed in the most current issue of the Council on Post-Secondary Education Accreditation (COPA) guidebook;

c. A non-profit foundation - any duly chartered foundation having properly authorized non-profit status and an established record of the sponsorship of inservice activities;

d. A professional organization or association of recognized stature as promulgated by the State Committee - any organization or association having done the following:

(1) established advocacy relationships with a practicing profession;
(2) established an organizational structure including legally chartered status, a constitution and by-laws, elected officers and governing board, a membership representative of the related profession, and a verifiable domicile;
(3) compiled a record of effective sponsorship of inservice activities;
(4) been promulgated by the State Committee; and
(5) been recognized by the Department of Education.

5. All required approvals and promulgations shall be in addition to the criteria stated herein. During the fiscal year, these activities shall be monitored according to Senate Concurrent Resolution Number 5 and House Concurrent Resolution Number 63 of 1982 as follows:

> The State Professional Improvement Committee is hereby directed to immediately begin to carefully review, evaluate, and monitor every plan for a professional improvement activity submitted for initial approval or renewed approval in order to insure that each activity approved to offer professional improvement points requires serious effort by participants, provides very useful and relevant training and information, and meets the highest standards of professional quality in planning and presentation.
>
> The State Committee is further directed to make every effort to monitor activities to be sure they meet this standard in order to be able to reject any activity which fails to provide worthwhile experiences and is resubmitted for approval in a subsequent year.

All agencies that sponsor approved activities shall award certificates to all participants who successfully complete inservice activities; these agencies shall also forward the appropriate reporting forms

both to local committee chairmen and to the State Department of Education (See Appendix C for sample forms).

For academic course work, each participant shall submit to the chairman of his local committee a transcript or the official grade slip to indicate his successful completion of the course (a duplicated copy shall not suffice).

Such certificates and grade slip(s) shall be attached to the year-end PIP summary form (see p. 69) and shall be submitted to the local committee either upon completion of the required points or by the July 15 due date established by the Louisiana Legislature. Local committees shall notify each individual participant that his report of completed activities has been approved or disapproved no later than July 30. All reports required by law or by regulation of the State Committee shall be submitted by the local committee no later than August 1. Any appeal to the local committee regarding the late reporting of activities shall be decided by the local committee no later than August 10. Such appeal shall be made to the State Committee by the participant no later than September 1. Each appeal to the state committee relative to late reporting of activities shall be decided by the State Committee no later than September 30. Whenever any date of a deadline established by law occurs on a weekend or holiday, the next following business day shall be the deadline.

## AWARDING OF PROFESSIONAL IMPROVEMENT POINTS

Participants in the Louisiana Educational Employees Professional Improvement Program shall earn a total of 225 points during the five-year plan to complete the program. All participants shall earn a minimum of 30 academic points each year, all in compliance with other pertinent regulations, or participants may earn an additional 30 academic points in years one through four and count these points as the fifth year academic requirement (see pages 24 and 25, number 7). Participants in the Louisiana Educational Employees Professional Improvement Program prior to July 1, 1985, must have earned 75 points in the inservice area at the end of their five-year plans. The manner in which participants may earn points shall be as follows:

ACADEMIC PURSUITS:

1. Taking relevant formal college courses, either at the undergraduate or graduate level, offered by a regionally accredited institution of higher education. Ten (10) points per college semester hour may be earned by the participant; that is, a participant may earn thirty (30) points upon successful completion of a three-semester-hour college course. For purposes of the Professional Improvement Program, effective December 4, 1984, all colleges and universities, public or private, in-state or out-of-state, are required to follow the guidelines adopted by the Board of Trustees for the State's Colleges and Universities. These guidelines state that all college courses (1) shall be approved by

the individual management board of the college or university; (2) shall be submitted to the State PIP Committee by the deadline (this applies to college courses that do not appear in the current college catalog along with a definitive description); (3) shall be completed by June 30 of the current PIP year; and (4) shall meet in accordance with these regulations: for one semester hour of credit, a total of 750 minutes on at least five separate days and a minimum of 50 minutes each day; for two semester hours of credit, a total of 1500 minutes on at least 10 separate days and a minimum of 50 minutes each day; for three semester hours of credit, a total of at least 2250 minutes on at least 15 separate days and a minimum of 50 minutes each day; for more than three semester hours, the number of minutes and days provided for one semester hour multiplied by the number of semester hours offered. Persons shall not use PIP courses to gain additional certification or additional degrees except in cases where participants agree to certify in areas of critical shortage as defined by the Department of Education (see exceptions to awarding points). No participant shall enroll in either Supervision of Student Teaching or Supervision of Child Welfare and Attendance and receive PIP credit for these courses. Central office staff and other administrators may take subject matter courses as well as management/curriculum courses. Classroom teachers are governed by the provisions of Act 43 of the 1983 Extraordinary Session of the Louisiana Legislature and Act 414 of the 1983 Regular Session:

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B. Acceptable academic activities shall be as follows:

(1) Relevant formal college courses, either at the undergraduate or graduate level, offered by an accredited institution of higher education. Classroom teachers shall enroll in courses in either their area of certification or job assignment, and all other participants in the program shall enroll in courses in the area of their job responsibility. Notwithstanding any other provision of law to the contrary, classroom teachers in the program shall pursue formal college courses as follows:

(a) Each secondary classroom teacher who includes two such courses in his plan shall pursue both courses in the subject area in which he teaches, and neither such course shall be scheduled from among courses of or relating to pedagogy nor from among courses offered by any college of education.

(b) Each secondary classroom teacher who includes three such courses in his plan may pursue not more than one course from among courses of or relating to pedagogy, and two courses in his plan shall be in the subject matter area in which he teaches, provided that neither such course shall be scheduled from among the courses offered by any college of education.

(c) Each secondary classroom teacher who includes four such courses in his plan may pursue not more than two courses from among courses of or relating to pedagogy, and two courses in his plan shall be in the subject matter area in which he teaches, provided that neither such course shall be scheduled from among courses offered by any college of education.

(d) Each secondary classroom teacher who includes five or more courses in his plan may pursue not more than two courses from among those of or relating to pedagogy, and two courses in his plan shall be in the subject matter area in which he teaches, provided that neither such course shall be scheduled from among the courses offered by any college of education. The Local Professional Improvement Committee shall determine whether the remaining courses in his plan shall be in the subject matter area in which he teaches, shall be taken from among courses of or relating to pedagogy, or both.

(e) The subject matter area requirements established herein may be waived by the aforementioned committee for physical education and special education teachers and for any other teacher to the extent that courses of or relating to pedagogy were pursued or enrolled in prior to May 1, 1983, as a part of their approved professional improvement program plan. Said participants are <u>not</u> waived from taking subject matter/content courses.

(f) For the purposes of this Paragraph, "subject matter area in which they teach" is defined as any subject area being taught by the teacher or for which the teacher is certified. Also, for purposes of this Paragraph, "pedagogy" is defined as

the art of teaching, science of teaching, or profession of teaching.

(g) Courses involving the teaching of reading skills shall be designated as pedagogy courses for PIP purposes.

(h) The State Committee denied PIP credit for any course that involves transfer of a college credit course from one college or department to another college or department in order to accommodate legislation pertaining to the Professional Improvement Program.

(i) Elementary classroom teachers may pursue content courses within a college of education provided that such courses do not deal with the art of teaching, the science of teaching, or the profession of teaching. Elementary teachers may take content courses outside of the colleges of education provided such courses do not deal with the art of teaching, the science of teaching, or the profession of teaching, in the same manner as outlined for secondary teachers in (a) through (f) above.

(j) Secondary teachers may enroll in courses outside of the colleges of education in the academic areas in which they are certified or in which they are teaching, provided such courses do not deal with the art of teaching, the science of teaching, or the profession of teaching.

(k) Classroom teachers may substitute courses in colleges of education when a subject matter course is not available (see appendix for sample form). This form must be completed by the participant and submitted to the local committee along with the required notarized statement from the registrar of the area university (see p. 68).

(l) City and parish superintendents may submit written recommendations relative to types of courses and training needed by teachers in their respective school systems to the local PIP committee.

College courses should be listed in either the college catalog in print as of March 1985, or the State Department of Education Approved Activities Handbook for 1985-86. None shall be approved for one's plan if not listed in one of the aforementioned documents. Colleges and universities shall notify in writing all participants, chairmen of local committees, and the State PIP Committee of any changes in course numbers and/or titles so that proper modification forms can be timely submitted by the participants.

In determining pedagogy or content (subject matter), local committees shall use either the course description printed in the college catalog or the designation "content" or "pedagogy" listed in the Approved Activities Handbook.

Participants may use the tuition-exemption program and still receive academic credit in the Professional Improvement Program. If the tuition of a course offering exceeds the amount granted through the tuition-exemption program and the local board or any other specific agency reimburses the participant for the difference, the participant would not be eligible to earn points for that activity; any reimbursement to a participant would constitute compensation (see Appendix for Compensation).

NOTE: College credit courses that may not be applied toward a regular degree program of that institution cannot be used for PIP credit.

2. Preparing and conducting approved workshops or seminars: The planner (that person who prepares the activity; see Appendix for restrictions) shall earn three (3) points for each hour that the workshop is in session; if more than one person is approved for the planning of the activity, these persons shall share the points for the planning. That is, multiple planners shall share the three points per hour, and not be awarded full credit for each planner involved. Planning points shall be awarded only once for any given activity, even if said activity is presented numerous times or in subsequent years. The presenter (that person who conducts the activity; see Appendix for restrictions) shall earn two (2) points per hour based on the actual length of the presentation. The original presentation shall be conducted by the planner(s) of

the activity. The presenter shall receive one (1) point per hour based on the actual length of the presentation for subsequent presentation(s). The maximum number of points to be awarded to presenters at any one workshop or seminar shall be twelve (12). In the case of repetition of inservice activities in which there is a different presenter for a second or successive presentation, full points (2 per hour) should be given to presenter(s) for the initial workshop presentation.

Participants may earn full-year academic point requirements for planning and/or presenting of approved workshops and seminars for only three years, or a maximum of 90 points. Planning/presenting points can be equated to points earned for successful completion of a college course relating to pedagogy. For the remaining two years participants shall enroll in college courses to earn the minimum 30 points for each of those years. During these two years, classroom teachers must enroll in both of these courses in their areas of academic (teaching) certification, not in courses relating to pedagogy.

3. Supervising student teachers: Cooperating teachers who supervise student teachers or practicum students shall receive ten (10) points for each student teacher supervised per semester, with a maximum of twenty (20) points to be earned in any one year. Principals shall receive two (2) points per student teacher per semester but not more than four (4) points per semester nor more than eight (8) points per year. Cooperating principals who supervise interns shall receive ten (10) points per intern per semester, with a maximum of twenty (20) points per year. These points can be equated to points earned for successful completion of a college course relating to pedagogy.

4. Developing and implementing innovative and exemplary programs: Participants shall receive thirty (30) points for developing an innovative and exemplary program; participants shall receive an additional thirty (30) points if the program is implemented (see Appendix A, page 44, for the procedural steps to be followed). If more than one person is approved to receive points for developing and/or implementing the same innovative and exemplary program, these persons shall share the points (30 for development and 30 for implementation) in a process that they decide. That is, two people may develop a program and share these points equally; however, they may decide that one of these persons should receive two-thirds of the total and the other person may receive one-third of the total points. It is the responsibility of the approved participants involved to determine the method of receiving points for this development and/or implementation. One person could, of course, receive full credit for this academic pursuit. Points earned in this manner could be equated to successful completion of a college course relating to pedagogy.

5. No participant shall include in his plan any academic or inservice activity he has previously undertaken and successfully completed. No participant shall earn both academic and inservice points for the same workshop, conference, or seminar.

6. ANY CONFERENCE, WORKSHOP, SEMINAR, ETC., WHICH HAS NOT BEEN APPROVED BY THE STATE COMMITTEE AFTER HAVING BEEN TIMELY SUBMITTED TO SAID COMMITTEE BY THE DECEMBER 1 DEADLINE, SHALL NOT BE APPROVED FOR PROFESSIONAL IMPROVEMENT POINTS.

7. PARTICIPANTS SHALL SUCCESSFULLY COMPLETE 150 ACADEMIC POINTS. CLASSROOM TEACHERS OR THOSE PARTICIPANTS NOT EMPLOYED AS ADMINISTRATORS

OR SUPERVISORS SHALL SUCCESSFULLY COMPLETE TWO COLLEGE COURSES IN THE ACADEMIC AREAS THEY ARE CERTIFIED TO TEACH (e.g., English, social studies, mathematics). Participants may choose to complete all five courses in the area of subject matter certification or they may elect to complete three courses in areas of or relating to pedagogy. Participants must earn 30 academic points each year, years one through five, or participants may earn an additional 30 academic points in years one through four and count these points toward the fifth-year academic requirement. Any course completed in years one through four that is to be counted as the fifth year requirement must appear on the original plan or an approved modification thereto, and must be on the year-end summary for the year in which the course was pursued.

INSERVICE PROJECTS:

1. Approved conferences by a public body, an accredited institution of higher education, a non-profit foundation, or a professional organization or association of recognized stature as promulgated by the State Committee: One (1) point for each hour of attendance shall be awarded, with a maximum of six (6) points for any one conference. Participation at approved conferences shall include more than 50 individuals.

2. Workshops approved by the local school board or the State Department of Education: One (1) point for each hour of attendance shall be awarded, with a maximum of six (6) points for any one workshop. Participation in approved workshops shall be limited to not fewer than seven nor more than 50 individuals.

3. Approved seminars sponsored by a public body, an accredited institution of higher education, a non-profit foundation, a professional organization or association of recognized stature as promulgated by the

State Committee or the State Department of Education: One point for each hour of attendance shall be awarded, with a maximum of six points for any one seminar. Attendance at seminars shall be limited to not fewer than seven nor more than 20 participants.

4. Approved CEUs (Continuing Education Units): Six points shall be awarded for each 10-hour Continuing Education Unit sponsored by an approved institution of higher education. (No CEUs were submitted for approval for 1985-86.)

FOR APPROVED CONFERENCES, SEMINARS, AND WORKSHOPS, NO PARTIAL POINTS SHALL BE AWARDED FOR AN ACTIVITY; THAT IS, A PERSON SHALL NOT CHOOSE TO ATTEND ONLY THREE HOURS OF A SIX-HOUR WORKSHOP AND RECEIVE THREE POINTS. THE PARTICIPANT SHALL ATTEND THE FULL ACTIVITY TO RECEIVE POINTS.

The length of attendance for activities shall not include time for lunch, breaks, or registration. Points shall be awarded for the exact time of presentation of the activity. Points shall not be awarded to participants who leave an activity prior to its termination; in addition, points shall not be awarded to participants who are tardy to an activity (see Appendix A, p. 56, for rules governing tardiness).

Presenters shall refuse to award points or to award certificates to participants for the following reasons:

A. Disruptive behavior, and/or

B. Refusal to participate in organized activities.

5. Task forces whose purpose is to develop educational programs: One (1) point shall be awarded for each hour of service on approved task forces, with a maximum of six (6) points for their services. No more than 12 inservice points may be earned for service on task forces during the five year period. Participants shall have documentation that

service was after school and on participants' own time. The maximum number of participants who are to be granted points on any one task force shall be 20.

6. Personnel who are trained for the Substance Abuse Prevention Education Program Teams: Participants shall receive no more than six (6) points for the training workshops. Persons who are elected to serve on these teams throughout the year shall receive an additional six (6) points for their services. Team members may receive points for service on a team for a maximum of three years or eighteen (18) points.

7. Tutoring of students in public elementary or secondary schools: All certified personnel approved for the Professional Improvement Program shall be eligible to earn inservice points for tutoring, providing they meet the following criteria:

A. The tutoring shall be a part of the participant's original plan; it cannot become a part of the participant's plan through modification.

B. The tutoring shall be done in the participant's major area of responsibility only for secondary school educators; the tutoring for elementary school participants shall be conducted in the participant's grade level of teaching.

C. The participant shall have the approval of both his principal and his instructional supervisor. These approvals shall appear on the tutoring form (see Appendix C) and must be attached to the participant's original individual plan.

D. A statement from the student's regular teacher stating that the student is in need of tutoring shall accompany the request

for tutoring; that is, a teacher shall not tutor his or her own students.

E. Tutoring eligibility shall be limited to classroom teachers only. Approved participants shall receive ½ point for each hour of tutoring; participants shall earn no more than five (5) inservice points during one year. That is, any tutoring services beyond ten (10) hours shall be ineligible for points.

F. Approved participants shall obtain a signed and notarized statement from the parent(s) or guardian(s) of the student(s) who was/were tutored. This statement shall verify that the tutor received no compensation for this service and that the hours listed were true and correct. This statement shall be forwarded to the chairman of the local professional improvement committee with a copy to the State Department of Education, Professional Improvement Program office. Further, lesson plans for each hour of instruction shall be submitted with this statement.

G. The awarding of points for tutoring shall become effective July 1, 1982. THE LIST WHICH SHALL BE PROMULGATED BY THE DEPARTMENT OF EDUCATION SHALL BE THAT OF THE APPROVED PARTICIPANTS FOR THE PROGRAM.

POINTS FOR MEMBERS OF LOCAL COMMITTEES:

For service from 1980-84 of the program, local committee members shall be awarded points for their service on the committee in the following manner:

Four years' service - 50 points, either academic or inservice

Three years' service - 38 points, either academic or inservice

Two years' service - 30 points, either academic or inservice

One year's service - 20 points, either academic or inservice

Members of local committees appointed in large parishes whose terms end in the 1984-85 school year may use their 50 points for academic (subject matter [content] or pedagogy) points or inservice points, as they so desire.

Committee members elected to serve from September, 1984 to September, 1988 shall be awarded points in the following manner:

1. Fifteen points for each year served;
2. Points will be awarded June 30 of each PIP year;
3. Points may be accumulated on a biannual basis;
4. Points may be used for inservice or pedagogical academic points, but not for subject matter (content) academic credit;
5. Members of local committees that do not meet at least once each month will lose 1½ points for each month that the committee does not meet. (The local superintendent must verify that the committee met each month.)

Professional improvement activities may be conducted in any locality mutually agreed upon between the college or university and the participants. INSERVICE ACTIVITIES SHALL BE CONDUCTED WITHIN THE GEOGRAPHIC CONFINES OF THE STATE OF LOUISIANA UNLESS OTHERWISE APPROVED BY THE STATE COMMITTEE. ALL ACADEMIC COURSES INVOLVING TRAVEL SHALL BE APPROVED BY THE STATE COMMITTEE. That is, even though an activity involving travel has been traditionally offered for academic credit, it should have been submitted to the State Committee (together with a syllabus and an itinerary) in order to gain PIP approval. Such courses shall appear in the Approved Activities Handbook for 1985-86.

The State Committee has adopted the following guidelines for the monitoring of college courses involving travel:

For the 1985-86 PIP year, (a) monitoring without travel shall be conducted whenever feasible by the monitor's attending the pre-travel classes and his checking of the syllabi, course requirements, and post-trip activities; (b) monitoring without travel shall be the rule when pre and post travel activities have been judged to be satisfactory; (c) travel portions of such courses shall be monitored if there is no apparent relation between the course subject matter and the travel activity; and (d) monitors shall be designated by the State Committee Chairman after consultation with the members of the committee.

For the 1986-87 PIP year, travel courses shall not be approved for PIP credit because such courses do not fit within the legislative stipulation that all courses shall be monitored and evaluated.

Participants shall not be restricted on the number of points that they earn yearly. In the matter of those participants who are granted a one-year extension for reasons of extenuating circumstances, said participants shall complete a minimum of 30 academic points during the extension year. He shall be required to enroll in the program for six years to complete his five-year plan.

Participants who complete the five-year Professional Improvement Program with more than the minimal 225 points shall have this information recorded on their teaching certificates.

Participants must submit each year to their local committee a year-end summary of their activities; these summaries are due no later than July 15 (Act 475 of the 1984 Regular Session of the Legislature).

## ACTIVITIES FOR WHICH NO PROFESSIONAL IMPROVEMENT POINTS ARE AWARDED

Activities for which participants in the Louisiana Educational Employees Professional Improvement program shall not be awarded points include the following:

1. An activity completed when the participant is being paid by the local system or another agency, or for which participant has received any compensation (see Appendix definition of compensation);
2. An activity completed while the participant is on release time (see Exceptions to Established Criteria for Awarding Professional Improvement Points);
3. An activity completed when the activity is considered a temporary reassignment of duties;
4. An inservice activity, new college course, or college course involving travel, that has not been approved by the State Committee prior to the deadline for submission of such activities;
5. Workshops that have not been approved by the local school board and the State Department of Education;
6. College courses and inservice activities outside the classroom teacher's area of certification or job assignment (see Exceptions to Established Criteria for Awarding Professional Improvement Points);
7. College courses and inservice activities outside all other participants' areas of job responsibility;
8. Service on the State Professional Improvement Program Committee;
9. College courses which are not successfully completed;

10. College courses that are audited, taken by independent study, or taken under the title of "Research" (NOTE: Research courses or independent study courses may be taken for PIP credit providing that the courses follow the regular class format. That is, just because a college course has the word "research" in its title does not necessarily mean that it is a course of independent research or independent study. For instance, the course entitled "Critical Analysis of Current Research in Educational Media" obviously is not an independent study or research; rather, this class meets on a regular basis under the tutelage of an appropriate instructor and under the criteria for regular courses.);

11. Continuing Education Units (CEUs) that are not under the auspices of a regionally accredited institution of higher education;

12. Evaluation and accreditation activities of the Southern Association of Colleges and Schools;

13. Any activity that is considered a part of the participant's regular responsibilities or that is mandated by his school board or immediate supervisor;

14. Educational travel that is not offered for academic credit by an accredited institution of higher education;

15. Supervision of observers in the classroom;

16. Publications;

17. Attendance at national conferences, seminars, or workshops;

18. Academic and inservice points for the same workshop;

19. Activities while on leave for Rest and Recuperation, sick leave, etc.;

20. College courses or activities previously undertaken and successfully completed;

21. Activities undertaken while a participant is on suspension;
22. College courses in supervision of student teaching or supervision of child welfare and attendance programs;
23. Activities that appear neither on one's original plan nor on an approved modification thereto;
24. College courses that do not apply toward a regular degree program.

## EXCEPTIONS TO THE ESTABLISHED CRITERIA FOR AWARDING PROFESSIONAL IMPROVEMENT POINTS

Exceptions to the established criteria are as follows:

1. While classroom teachers are ordinarily restricted to taking courses in their area(s) of certification or their job assignment(s), under certain circumstances they may receive points for course work in another area. When assigned responsibilities dictate the need for a participant to enroll in a course(s) outside his area of certification, the participant's application must be approved by the local committee. (One introductory computer science course can be taken by all participants and considered content. Teachers of business education who teach computer science, and teachers of mathematics, science, and gifted/talented, may take a second, sequential computer science course. Teachers who have the teaching of computer science as a teaching responsibility at the secondary level may take all five courses in the area of computer science.)

2. No action has been taken regarding points for college courses taken through educational television. Instructional television programs, when offered at hours other than regular school hours, may be considered for points in the area of inservice projects provided that said programs meet established criteria and guidelines for the Professional Improvement Program workshops. Such activities would have to be timely submitted to, and approved by, the State Committee and would have to appear in the Approved Activities Handbook.

3. Participants shall not use sick leave days, personal emergency days, personal leave days, professional leave days, or leave-without-pay days to participate in activities for professional improvement points. This ruling applies to classroom teachers, administrators, and supervisory staff alike.

4. All persons who qualify to participate in the program and who earn annual leave may use accrued annual leave at their discretion to earn points. The local committee shall require verification from the participant that such leave has been taken. Participants shall not use compensatory time to participate in PIP activities.

5. Persons may use PIP courses for the attainment of higher degrees or +30 certification if the courses are in the participants' areas of certification. For instance, a teacher who is certified in English may take graduate courses in English, which could eventually lead to the attainment of an advanced degree in English. In addition, persons may use PIP courses to attain additional certification. For instance, a teacher certified in Spanish who teaches English may take courses in English which could lead to certification.

6. Part-time adult education teachers may enroll in 20 percent of their required coursework in the area of adult education.

7. Classroom teachers may include in their plans college courses outside their areas of certification or job assignment when such courses qualify participants to be certified in areas in which a critical shortage of teachers exists. Determination of critical shortage areas shall be made by the Department of Education (see Appendix C, page 67).

APPEALS PROCEDURE FOR DENIED ADMISSION TO THE PROGRAM:

LOCAL COMMITTEES FOR THE LOUISIANA EDUCATIONAL EMPLOYEES

PROFESSIONAL IMPROVEMENT PROGRAM

1. All decisions concerning the approval or the disapproval of plans submitted by Louisiana Educational Employees Professional Improvement Program participants shall be made by the local committee by May 15 of each year. All committee decisions shall be sent to the participants no later than May 21 of each year.
2. Any participant who is aggrieved by a decision of the local committee may appeal said decision to the local committee. Such appeal shall contain a copy of the notice from the local committee advising the participant of the decision that the participant wishes to appeal. Additionally, the participant shall submit, in writing, the reason why he feels that the decision of the local committee is incorrect. The participant shall submit whatever other information he feels will be of assistance to the local committee in deciding the appropriateness of the decision of the local committee.
3. The materials mentioned in number 2 above shall be received by the local committee no later than May 28. The materials may be mailed or hand-delivered to the chairman of the local committee.
4. All appeals received prior to or by the May 28 deadline shall be considered by the local committee, and a decision on each appeal shall be rendered no later than June 4 of each calendar year. The written decision shall be sent to the participant.

5. The local committee, if it so chooses, may accept oral testimony concerning any appeal and may accept any written information it receives after the deadlines established above if the committee deems it to be in the best interest of the local committee's decision-making process.

6. Rules of Evidence of the Civil District Courts of Louisiana shall govern these hearings, but this shall not entitle any party to any pre-hearing discovery procedures including but not limited to interrogatories and depositions.

APPEALS PROCEDURE FOR DENIED ADMISSION TO THE PROGRAM:

STATE COMMITTEE FOR THE LOUISIANA EDUCATIONAL EMPLOYEES

PROFESSIONAL IMPROVEMENT PROGRAM

1. All decisions concerning the approval or the disapproval of plans submitted by Professional Improvement Program participants must be made by the local committee by May 15 of each year. All committee decisions shall be in writing and shall be sent to the participants no later than May 21 of each year.

2. Any participant who is aggrieved by a decision of the local committee may appeal said decision to the State Committee. Such appeal shall contain a copy of the notice from the local committee advising the participant of the decision that the participant wishes to appeal. Additionally, the participant shall submit, in writing, the reason(s) why he feels that the decision of the local committee is incorrect. The participant may submit whatever other information he feels will be of assistance to the State Committee in deciding the appropriateness of the decision of the local committee.

3. The materials mentioned in number 2 above must be received by the State Committee no later than June 15. The materials may be either mailed or hand-delivered to the State Committee, but in any case they shall be received by June 15 of each calendar year by the State Committee. All such materials addressed to the State Committee shall be sent either by registered mail or by hand-delivery to Mr. Fred Shirley, Director, Bureau of Continuing Education,

Louisiana Department of Education, Post Office Box 94064, Baton Rouge, Louisiana 70804-9064.

4. The participant who appeals any decision by a local committee must notify said local committee of such appeal by sending to the chairman of the local committee at the business address of said committee a copy of any and all documents submitted to the State Committee.

5. The State Committee shall give the local committee the opportunity to submit whatever written documentation it may feel appropriate in response to the appeal, said response from the local committee to be received by the State Committee no later than June 20 of each calendar year. All such materials addressed to the State Committee shall be sent either by registered mail or hand-delivery to Mr. Fred Shirley, Director, Bureau of Continuing Education, Louisiana Department of Education, Post Office Box 94064, Baton Rouge, Louisiana 70804-9064.

6. All appeals received prior to or by the June 15 deadline will be considered by the State Committee, and a decision on each of the appeals shall be rendered no later than July 30 of each calendar year. The decision of the State Committee shall be sent immediately to the participant and to the local committee.

7. Rules of Evidence of the Civil District Court of Louisiana shall govern these hearings, but this shall not entitle any party to any pre-hearing discovery procedures including but not limited to interrogatories and depositions.

8. Whenever any date of a deadline established by law occurs on a weekend or holiday, the next following business day shall be the deadline.

APPEAL PROCEDURE FOR GRIEVANCES OTHER THAN

DENIED ADMISSION TO THE PROGRAM

1. A participants who is aggrieved by a decision of the local committee must first appeal that decision to the local committee in writing; said appeal shall state why the participant feels that the local committee erred in its decision.

2. A participant whose appeal is denied at the local level may then appeal to the State Committee. Such appeal must be made in writing to the Chairman of the State Committee in care of Mr. Fred Shirley, Director, Bureau of Continuing Education, Louisiana Department of Education, P.O. Box 94064, Baton Rouge, LA 70804-9064, within 30 days of the local committee's decision. At the time of said appeal to the State Committee, the participant must notify the local committee of his appeal to the State Committee and must request that the local committee forward immediately to the State Committee all pertinent documents contained in the local committee's files.

3. Any appeal to the local committee regarding the late reporting of activities (year-end summaries) shall be decided by the local committee no later than August 10. Each appeal to the State Committee relative to late reporting of activities shall be submitted no later than September 1 (year-end summaries) and shall be decided by the State Committee no later than September 30.

4. The State Committee shall give the local committee the opportunity to submit whatever written documentation it may feel appropriate in response to the appeal, said response to be received by the State Committee no later than the first day of the month in which the appeal is to be considered.

5. The deadline for filing appeals for grievances that occurred in PIP years 1981-82 through 1983-84 was November 15, 1984.

6. Appellants who wish to be represented by legal counsel shall so notify the State Committee at the time of appeal so that the Department's legal counsel can be notified to be present to represent the committee.

7. The State Committee will accept requests for reconsideration of appeals denied by the State Committee only if submitted in writing within 30 days of the date of the original denial. Appellants shall make such requests in writing and shall attach any additional or new evidence that was not available to the committee at the time of the original appeal. A two-thirds vote of the committee is required in order for a previously denied appeal to be considered.

8. Rules of Evidence of the Civil District Court of Louisiana shall govern these hearings, but this shall not entitle any party to any pre-hearing discovery procedures including but not limited to interrogatories and depositions.

9. Whenever any date of a deadline established by law occurs on a weekend or holiday, the next following business day shall be the deadline.

## MODIFICATIONS TO ORIGINAL PLANS

1. All participants have the right to modify their original plans.
2. Two modifications per year are allowed, excepting extenuating circumstances (see definition of Extenuating Circumstances, Appendix A).
3. Modifications shall be submitted to the local committee by the first of each calendar month in order to be acted upon during that month.
4. Local committees shall act upon modifications and return their decisions in writing to participants within 30 days.
5. Modifications shall be approved by the local committee prior to a participant's attending an inservice activity; in the case of college credit courses, modification shall be made prior to the completion of the course.
6. Local committees may approve modifications after the fact only if there are extenuating circumstances and only if the modification has been made within 30 days after the completion of the academic or inservice activity.

## INFORMATION CONCERNING SPECIAL CIRCUMSTANCES

1. It is understood that the participant's enhanced salary begins with the approval of his five-year plan. PIP payments are to be paid as the professional improvement plan is pursued and are to be paid in the same manner and at the same time as the teacher's regular salary check (Attorney General's Opinion Number 82-80, March 11, 1982).

2. Each teacher who successfully completes his five-year professional improvement program as provided in R.S. 17:3621-3623 and R.S. 17:3661 and who chooses not to continue in the program shall not have his annual salary diminished below the salary he would be receiving under the provisions of these statutes at the time of the successful completion of his five-year program. The participant shall continue receiving salary increases provided in the Minimum Foundation Program unless he elects to enroll in the Career Ladder Program, should such a program be funded.

3. Teachers who are employed in the public school systems of Louisiana but who receive their regular salaries through federal funding shall be eligible to participate in the Professional Improvement Program and shall be paid their enhanced salary by the State of Louisiana. Locally funded teachers who enroll in the program shall also be eligible for the enhanced salary as provided by the State of Louisiana.

4. If a participant begins his five-year plan and chooses to drop out of the program at any time prior to the completion of the plan, his

salary shall revert to either the local level scale or to the Minimum Foundation scale.

5. If a participant receives an advanced degree during the pursuit of his five-year plan, his salary shall move up the Professional Improvement Program schedule to the level for that advanced degree. For instance, if the entering participant completes the Master's plus 30 hours during his eleventh year, his salary for the next year of his plan will be that of a person with a Master's degree plus 30 hours and 12 years of experience. His salary is based on the degree that has been recorded by the Bureau of Higher Education and Teacher Certification, Louisiana Department of Education, as of September 1 of each school year. In the case where a higher degree is earned during the summer months and such degree may not be recorded in the Bureau of Higher Education and Teacher Certification until some weeks after the September 1 deadline, participant shall notify the local committee, in writing, by September 1, that application has been made to the Bureau of Higher Education and Teacher Certification. Such written notification should contain copies of documents supplied to the Bureau of Higher Education and Teacher Certification.

6. If a participant moves from one public school system in the State of Louisiana to another public school system in Louisiana during the time that he is pursuing a five-year plan, he shall continue to receive the enhanced salary as long as he continues to follow the approved plan. Such a participant shall notify in writing the chairman of his local committee that he is transferring; at the time of the participant's employment in another school system, he

must notify in writing the chairman of the local committee of the system to which he is transferring of his membership in PIP. He must also submit a copy of his original plan to the chairman. To receive timely enhancement, he should notify the PIP chairman of the system to which he is transferring immediately upon transfer to that system. A participant's salary increment ceases when his employment ceases. PIP increments are based on 180 teaching days for classroom teachers; increments for 10, 11, and 12 month employees are based on the number of days participant is employed in a school system. Notification of transfers from one school system to another shall also be forwarded to the Louisiana Department of Education by the local committees of the school systems affected (September, February, and August updates of enrollment).

7. If a participant fails to complete his program (must stop pursuing his five-year plan for one year) because of extenuating circumstances, he will be given one additional year to complete his five-year plan, providing that he completes the necessary steps for requesting approval of said extension. During this extension year, said participant shall complete a minimum of 30 academic points. He shall pursue those activities listed on the plan submitted in March that preceded the extension year. Participants who did not have an approved plan on file for the year during which they are requesting to extend the incomplete year are not eligible for extensions. Upon recommendation of the local committee, provisions for extenuating circumstances can be made. A participant who desires a one-year extension shall apply to the local committee for said extension, on the proper form, by June 30 of the

year for which the extension is requested. All supporting documentation (doctors' statements, absentee records, etc.) must be attached to said form. NO EXTENSIONS SHOULD BE GRANTED BY LOCAL COMMITTEES PRIOR TO JUNE 30 NOR LATER THAN AUGUST 1. Extension requests must receive approval of both the local committee and the Department of Education. Extensions approved by the local committee shall be forwarded to the Department of Education by August 1, together with all documentation supplied by the participant. Participants who are denied an extension at either the local committee level and/or the State Department level may appeal to the State PIP Committee; such appeals shall be filed no later than September 1 (see p. 66).

8. If a participant fails to complete any one year of his five-year plan, he shall repay that year of enhanced salary (see Appendix B for procedures). According to R.S. 17:3653, "If a participating teacher fails to complete his or her approved program during the five-year period, or within an additional year if there were acceptable extenuating circumstances,...the additional compensation shall cease.

9. Determination of "three years' experience" will be the responsibility of the local school system; however, a teacher who will have completed three years' (not two and one-half years') teaching experience by June 30 of the enrollment year is considered to have three years' teaching experience during the enrollment period.

10. All persons who qualify to participate in the Professional Improvement Program and who earn annual leave shall be permitted to use accrued annual leave at their discretion to earn points. They must

submit to their local committee verification of annual leave for days on which said points were earned.

11. A participant who is on leave-without-pay or on suspension shall not receive the PIP salary increment while on such leave or suspension.

12. A participant on sabbatical leave for rest and recuperation shall be able to participate in the program if he earns his points during that part of the school year when he is not on such leave. In a case in which a classroom teacher's leave runs from January to January and said participant wishes to earn points during the summer, the participant shall obtain a statement from the two doctors who recommended such leave with the following statement: "Pursuit of PIP activities during the summer while on R&R leave would not be detrimental to the participant's health." Copies of this statement should be mailed to both the local committee and to the local school board. The enhanced salary will be paid during the time the participant is on such sabbatical leave.

13. A participant on sabbatical leave for professional improvement shall be able to participate in the program if he earns his academic points <u>in excess</u> of those points required for fulfillment of the laws governing such sabbatical leave. He must submit to his local committee a full transcript indicating those courses he has submitted to the local school board in fulfillment of the sabbatical requirement as well as the additional coursework that was successfully completed in fulfillment of the PIP requirement. The enhanced salary shall be paid during the time the participant is on such sabbatical leave.

14. A person who withdraws from the program or who resigns from the public school system or who retires prior to the end of the year, but who has completed his PIP plan, shall not have to repay what he has received. The enhanced salary shall be paid only for those days that the participant was actually employed by the school system (see "Information Concerning Special Circumstances" section, number 6).

15. A person on leave-without-pay shall be eligible for an extension if he meets the criteria stated in the provisions for extenuating circumstances.

16. A person who either goes on leave-without-pay or resigns from the school system during the school year and who has not completed his yearly obligation (30 academic points) to the program shall be required to reimburse the monies he has received during that year of the program. However, a person who is forced to take an early retirement for health reasons and who has not completed the required points may request an extension to complete his plan after retirement and, consequently, be excused from the repayment of monies received. No further PIP compensation shall be paid in such cases.

17. Any person owing the State of Louisiana monies paid to him for participating in the Professional Improvement Program or the Tuition Exemption Program shall not be eligible to participate in either the Professional Improvement Program or the Tuition Exemption Program until such reimbursement is made to the State of Louisiana in accordance with Act 44 of the Extraordinary Session of 1983.

18. Participants who plan to retire during or after completion of their programs should have their points validated by the local committee and the results forwarded to the State Department of Education no less than 60 days before the planned date of retirement and not less than 30 days prior to the date the retirement application must be filed with the State Teachers' Retirement System. Failure to comply can result in several months' delay in one's receiving his retirement benefits.

19. Participants who are members of the Teachers' Retirement System and who have successfully completed at least three years of one program may receive compensation as follows:

    --if the member has completed three years, 60 percent of such shall be included (90 academic, 45 inservice);

    --after completion of four years, 80 percent (120 academic, 60 inservice); and

    --after completion of five years, 100 percent (150 academic, 75 inservice).

    Also, if a member has completed at least two years (60 academic, 30 inservice) and becomes disabled, he shall receive 40% of such earnings; and if a member has completed at least one year (30 academic, 15 inservice) and becomes disabled, he shall receive 20 percent.

Successful completion of a PIP year includes both the completion of PIP requirements and the full year's employment in the school system. Retirement prior to the end of the school year negates one's being able to claim that year for the PIP retirement benefits.

# APPENDIX A

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## DEFINITION OF TERMS

The definitions in this appendix apply to the listed terms as they are used in the Louisiana Educational Employees Professional Improvement Program Revised Guidelines.

Academic Pursuits: One of the two categories of activities required of participants in the Professional Improvement Program; included are approved activities such as completion of formal college course work, planning and conducting approved workshops, supervising student teachers, and developing and implementing innovative programs (see definition of Exemplary Programs in this Appendix).

Accredited Institution: Any regionally accredited institution of higher education as listed in the most recent issue of the Council on Post-Secondary Accreditation Guidebook (COPA).

Approved conference, workshop, or seminar: Educational activities of the kinds named sponsored by agencies on the list of approved agencies promulgated by the State Committee or the Department of Education, which have duly applied and have been approved in accordance with the Guidelines for the Louisiana Educational Employees Professional Improvement Program (see additional listings for definitions of each activity).

Compensation: Includes meals, lodging, tuition, salaries, mileage, and/or stipends, and/or wages; refreshments are not considered compensation. Exceptions include the tuition exemption program for academic courses and stipends paid by colleges and universities or the supervision of student teachers.

Content Course: As defined by law, college or university courses

in the subject matter area that is taught. For PIP purposes, subject matter courses for elementary teachers would be those subject areas that are required by Bulletin 741 to be taught in the public elementary schools of the state. For secondary teachers, subject matter courses would be those subject matter areas for which said teachers are certified or assigned to teach.

Conference: One of the approved gatherings for the earning of inservice points; a conference shall have at least fifty (50) participants in attendance. (These participants do not have to be limited to persons enrolled in the Professional Improvement Program.) A conference is usually considered to be a meeting with a nationally recognized consultant; there is little opportunity for interaction between speaker and participants.

Continuing Education Unit (CEU): A unit representing 10 hours of instruction in a Continuing Education course under the sponsorship of an accredited college or university that certifies and keeps permanent records of units earned; approved CEUs may be used to satisfy inservice requirements of professional improvement plans.

Department: The Louisiana Department of Education

Cooperating teacher or principal: A certified supervisor or director of the activities of a student teacher, an administrative intern, or practicum student in conjunction with an accredited college or university program

Exemplary Program: A type of achievement for which points may be awarded toward fulfillment of the academic category requirements for professional improvement programs; included are either innovative or traditional programs offered as a model for possible

replication. To qualify as an exemplary program, there must be evidence that development included the following steps:

a. Conduct a needs assessment to determine the utility and the practicality of the proposed offering or course.

b. Develop a rationale.

c. Establish tentative goals and objectives.

(NOTE: Steps a through c should be completed prior to submission of original plan or a modification thereto.)

d. Research background, review pertinent materials, and prepare bibliography.

e. Develop a course description and outline.

f. Refine goals and objectives.

g. Prepare materials and activities.

h. Develop a plan of inservice training for personnel who would work with the program.

i. Secure a statement of approval which shall be signed by the appropriate local supervisor and the superintendent or his designee.

j. Submit a plan for monitoring and evaluating.

k. Seek and gain local system approval.

(NOTE: Steps d through k should be completed prior to June 30 of the year for which points are claimed.)

Participants shall earn an additional thirty (30) points if the program is implemented following the approval of the following steps:

a. Submit for approval by the State Department of Education (must receive approval prior to submission of application or modification thereto);

b. Implement, which includes procedures for monitoring, modification, and evaluation.

Extenuating Circumstances: Acceptable grounds for extension of time for completion of professional improvement programs or for modification of approved plans; such grounds refer to circumstances over which the participant has no control and may (but not necessarily) include the following:

a. Sabbatical leave

b. Leaves of absence

1. personal illness
2. personal leave
3. military duty
4. jury duty
5. maternity leave

c. Personal illness or serious injury

d. Death, serious illness, or serious injury of a member of the immediate family (spouse, child, parents, sister, brother)

e. Personal catastrophic events, such as flood, fire, or storm

f. For modifications only: cancellation by sponsoring organization of an approved inservice activity or academic course (See pertinent section of the guidelines for further explanation.)

Innovative Program: A type of achievement for which points may be awarded toward fulfillment of the academic category requirements for professional improvement programs; included are programs that deal with a non-traditional format, methodology, and/or content, characterized by creativity and originality. To qualify as an

innovative program, there must be evidence that the development process included the same steps as those listed in the definition of exemplary programs in this glossary.

Inservice Projects: One of the two categories of activities required of participants in the Professional Improvement Program; included are approved CEUs, workshops, seminars, conferences, task forces, tutoring, the Substance Abuse Prevention Education, and service on local professional improvement committees (see pertinent section on "Awarding of Professional Improvement Points," pp. 17, 24-29).

License: An ancillary certificate issued by the Department of Education to certain professional personnel who work in the school systems of the state. For PIP purposes, licensed speech therapists have been granted admission to the program beginning with the 1983-84 year of the program.

Pedagogy: By law, those college or university courses of or relating to the art of teaching, the science of teaching, or the method of teaching. Examples of pedagogical courses would be those courses dealing with discipline, classroom management, methods or materials of teaching, reading, curriculum development, etc.

Planner: A person who develops the objectives, the agenda, the content, and the evaluation processes of an approved inservice activity. He must submit an outline detailing the process of planning an activity; the process must include more than making physical arrangements for an activity, contacting a consultant, etc. Local committees are instructed to evaluate carefully each of these plans and differentiate between planning and arranging (see Appendix C).

Presenter: A person who conducts a learning experience for an approved inservice activity.

Professional Improvement Points: Units by which the efforts and the quality of improvement activities are measured.

Seminar: One of the inservice activities for which participants may earn points. Seminars are limited to not fewer than seven nor more than 20 participants so as to allow maximum interaction between the presenter and the participants.

Tardiness to Inservice Activities: Persons who are more than five minutes late per hour of an inservice activity shall not be allowed entrance to such activity and must therefore seek modification of their plan. That is, for a three-hour workshop, a person who is more than 15 minutes late shall not be admitted to the activity and shall, therefore, be denied the possibility of earning points for that one activity.

Task Force: A group assigned by the local school board, a university, a public body, the State Department of Education, or other eligible agencies approved by the state committee working together as an ad hoc committee for the purpose of developing, investigating, or resolving educationally related matters. (See pertinent section for further explanation of task forces, pp. 25-26.)

Teacher: Any public school classroom teacher, librarian, guidance counselor, secondary vocational instructor, principal, assistant principal, or other personnel for whom a valid Louisiana Teaching Certificate is required for employment, any teacher in an institution that offers thirteenth and fourteenth grade instruction, licensed speech therapists, and educators in the public schools who

hold valid Vocational Technical Industrial Education (VTIE) certificates. All of these instructors should be involved with curriculum and/or instruction (see Appendix B, p. 61, for list of eligible participants).

Teaching Certificate: A valid, standard, type A, B, C, VTIE, or Life-time Louisiana Teacher Certificate issued by the Department to school personnel pursuant to the requirements fixed by the Department or by law.

Tutoring: A process by which participants may earned inservice points (see pertinent section concerning the awarding of points for tutoring, pp. 26-27).

Workshop: One of the inservice activities for which participants may earn inservice points; attendance at these activities may not include fewer than seven nor more than 50 persons. A workshop should be so designed that there is ample opportunity for interaction between presenter and participants.

# APPENDIX B

## PIPS INCREMENTS TO BE PAID ABOVE THE MINIMUM STATE TEACHER SALARY SCHEDULE

| YEARS OF EXPERIENCE | BACHELOR'S DEGREE | MASTER'S DEGREE | MASTER'S PLUS 30 | SPECIALIST IN. ED. | PH.D. OR ED.D. |
|---|---|---|---|---|---|
| 3 | $1129 | $1155 | $1155 | $1193 | $1257 |
| 4 | 1155 | 1180 | 1180 | 1219 | 1297 |
| 5 | 1180 | 1219 | 1225 | 1266 | 1337 |
| 6 | 1206 | 1257 | 1270 | 1310 | 1377 |
| 7 | 1231 | 1297 | 1317 | 1357 | 1417 |
| 8 | 1257 | 1337 | 1364 | 1404 | 1457 |
| 9 | 1297 | 1377 | 1411 | 1451 | 1497 |
| 10 | 1337 | 1417 | 1457 | 1497 | 1538 |
| 11 | 1437 | 1457 | 1504 | 1544 | 1578 |
| 12 | 1505 | 1529 | 1551 | 1591 | 1618 |
| 13 | 1738 | 1749 | 1861 | 1909 | 1941 |
| 14 | 1738 | 1894 | 2016 | 2068 | 2103 |
| 15 | 1872 | 2040 | 2171 | 2227 | 2265 |
| 16 | 1872 | 2040 | 2171 | 2227 | 2265 |
| 17 | 1872 | 2040 | 2171 | 2227 | 2265 |
| 18 | 2273 | 2477 | 2637 | 2705 | 2750 |
| 19 | 2273 | 2477 | 2637 | 2705 | 2750 |
| 20 | 2273 | 2477 | 2637 | 2705 | 2750 |
| 21 | 2674 | 2915 | 3102 | 3182 | 3235 |
| 22 | 2674 | 2915 | 3102 | 3182 | 3235 |
| 23 | 2674 | 2915 | 3102 | 3182 | 3235 |
| 24 | 2674 | 2915 | 3102 | 3182 | 3235 |
| 25 | 3075 | 3352 | 3567 | 3659 | 3721 |

## COLLECTION PROCEDURE FOR RETRIEVAL OF PIP FUNDS

The State Committee for the Professional Improvement Program, acting under the authority of Louisiana Revised Statutes 17:3621.1, hereby establishes the following procedures for the collection of increments paid to an educator under the provisions of Louisiana Revised Statutes:

17:3601, et seq.

1. No later than August 1 of each year, the local Professional Improvement Program committee shall send the names, addresses, and increments of all educators who have failed to complete all of the elements paid under the PIP plan for any one year of that educator's program, except if the educator has received an extension of time in which to complete his program pursuant to R.S. 17:3653.
2. Upon receipt of this information, the State Committee will immediately forward this information to the Section Chief for the Legislative and Legal Analysis Section of the Office of Research and Development within the Department of Education.
3. The Section Chief of Legislative and Legal Analysis will then send a 30-day demand letter to the educator alleged to have failed to complete the elements of his PIPS plan, notifying the educator that the local committee has reported such failure and giving the educator 30 days to contact the Section Chief in regard to repayment of those PIP increments paid during that year. The letter shall be sent Certified Mail, Return Receipt Requested, postage prepaid, to the last known residence of the educator involved.
4. If the educator fails to respond within 30 days of his receipt of the letter as evidenced by the return receipt, or if the letter is returned marked "Unclaimed" by the Post Office, then 30 days from the date such letter is returned unclaimed to the State Department or the educator has failed to respond, the Section Chief for Legislative and Legal Analysis shall forward to the Attorney General of the State of Louisiana the information on such educators, and request that the Attorney General immediately institute collection procedures, all as provided by law.
5. Should suit be instituted by the Attorney General, the Attorney General will not be authorized to settle for anything less than the full amount due, all costs of court, and a penalty of 5% of the amount upon which such suit was based.

LISTED BELOW ARE EXAMPLES OF SOME OF THE PERSONNEL WHO ARE ELIGIBLE FOR PARTICIPATION IN THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM:

1. School Superintendent
2. Assistant Superintendent
3. Director of Elementary Education
4. Director of Secondary Education
5. Director of Adult Education
6. Adult Education Instructor (some students must be under 21 years of age)
7. Adult Education Supervisor
8. Director of Special Education
9. Supervisor of Guidance
10. Supervisor of Physical Education
11. Director of Federal Programs
12. Director of Staff Development
13. Director of Personnel
14. Supervisor of Libraries
15. Supervisor of Materials of Instruction
16. Supervisor of Personnel
17. Supervisor of Suspensions and Expulsions
18. Supervisor of Audiovisuals
19. Supervisor of Child Welfare and Attendance
20. Supervisor of Instructional Television
21. Classroom Teacher
22. Guidance Counselor
23. Librarian
24. Principal
25. Assistant Principal
26. Child Search Coordinator
27. Assessment Teacher
28. Certified Speech Pathologist or Therapist
29. Educational Consultant
30. Title I Teacher
31. Director of Bilingual Program
32. Bilingual Coordinator
33. Coordinator of Testing and Guidance
34. Supervisor of Foreign Languages
35. Director of Student Affairs
36. Certificated Supervisor of Vocational Education
37. Licensed Speech Therapists
38. Other certificated personnel who are directly involved with curriculum and/or instruction

LISTED BELOW ARE SOME EXAMPLES OF THE PERSONNEL WHO ARE INELIGIBLE FOR PARTICIPATION IN THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM:

1. Director of Management and Planning Services
2. Executive Assistant to the Superintendent
3. Director of Athletics (if not involved with Physical Education also)
4. Director of Data Processing
5. Director of Finance
6. Director of Transportation
7. Supervisor of School Accounts
8. Child Nutrition Program Supervisor
9. School Nurse
10. Audiologist
11. Licensed Speech Pathologist
12. Social Worker
13. Occupational Therapist
14. Physical Therapist
15. Community Education Director
16. Director of School and Community Relations
17. Licensed Supervisor of Vocational Education
18. Director of School Food Service
19. Supervisor of School Lunchrooms

Because of the diversity among the state's school systems, some of the above personnel may be involved in curriculum and/or instruction; this decision must be made and justified by the local school board and approved by the Department.

# APPENDIX C



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# VOLUNTARY PROGRAM

## Complete if Participating

☐ YEAR IN PIPS

Office use only
White copy - SDE
Canary - Local committee
Pink - Participant

**STATE OF LOUISIANA**
**DEPARTMENT OF EDUCATION**

**APPLICATION FOR THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM**
**(Act 207 of 1980) 1984-85**

**THIS FORM MUST BE SUBMITTED TO THE LOCAL PROFESSIONAL IMPROVEMENT COMMITTEE NO LATER THAN MARCH 31, 1984. ANY APPLICANT OWING THE STATE OF LOUISIANA REIMBURSEMENT FOR TUITION EXEMPTION OR FOR NOT HAVING FULFILLED A PREVIOUS YEAR'S PIP CONTRACT IS NOT ELIGIBLE.**

**INSTRUCTIONS TO PARTICIPANTS: Do not submit any attachments to this form**

1. Print or type, do not write in margins, or on back of form.
2. Do not list more than two alternatives in either the academic or inservice areas.
3. Be absolutely sure that your name, teaching certificate number, degrees earned, and years of experience are the same as those on file with the Office of Teacher Certification and Higher Education, Louisiana Department of Education. If for some reason you have not updated your certificate through the Department of Education, you should DO SO IMMEDIATELY. The computer will reject any application that does not match information on file in Teacher Certification.
4. Make every effort to plan effectively and to pursue your original plan, since YOU ARE LIMITED TO TWO MODIFICATIONS PER YEAR.
5. EVERY NEW APPLICANT MUST ATTACH A COPY OF HIS LATEST LOUISIANA TEACHING CERTIFICATE.

I. TO BE COMPLETED BY APPLICANT: Social Security No. _____ Initial of Principal/Supervisor _____

NAME _____
Last First Middle/Maiden Certificate type and number Yrs. experience (include 83-84)

AREA(S) OF CERTIFICATION _____

_____
(List all areas in which you are certified)

_____
Position you currently hold (specifically) Subject area(s) and/or grades taught

CIRCLE HIGHEST DEGREE CURRENTLY LISTED ON YOUR TEACHING CERTIFICATE:
BACHELOR'S MASTER'S MASTER'S plus 30 ED. SPECIALIST PH.D ED.D VTIE LIC. SPEECH THERAPIST

Currently Teaching: Yes No Type of leave: _____

On approved leave: Yes No From _____ To _____

_____
Local school system School or work location Parish Code

ACADEMIC PURSUITS (List one course and no more than two alternatives)-30 POINTS

1. _____
Course Title Course Number College/University No. Hours No. PIP Points

2. _____
Course Title Course Number College/University No. Hours No. PIP Points

3. _____
Course Title Course Number College/University No. Hours No. PIP Points

PLAN/PRESENT WORKSHOP _____
Title No. Hours No. PIP Points

DEVELOP INNOVATIVE/EXEMPLARY PROGRAM: _____
Title No. PIP Points

SUPERVISE STUDENT TEACHERS: _____
How Many? No. PIP Points

INSERVICE PROJECTS (Do not use attachments for listing alternatives) Participants who enter the Louisiana Educational Employees Professional Improvement Program prior to July 1, 1985, must have earned seventy-five (75) points in the inservice area at the end of their five-year plans. However, participants who enter the program after July 1, 1984, will be required to earn seventy-five (75) points in the inservice area over a five-year plan at the rate of fifteen (15) points per year.

SDE CATALOG# TITLE SPONSORING AGENCY No. PIP Points

1. _____
2. _____
3. _____
4. _____
5. _____

TOTAL POINTS TO BE EARNED _____ ACADEMIC plus _____ INSERVICE equals _____ TOTAL

I agree that if I do not fulfill the terms of this contract, I will reimburse to the State of Louisiana any monies that I receive in accordance with both Act 336 of 1981 and Bulletin 1619, Guidelines, Louisiana Educational Employees Professional Improvement Program. I certify that all of the information supplied on this form is true and correct.

Signed _____ Date _____ Home Telephone number _____

Address _____ City _____ State _____ Zip _____

TO BE COMPLETED BY LOCAL COMMITTEE: Reviewed By _____

Approved _____ Disapproved _____ Date _____ PIP Increment _____

Reason(s) for disapproval: _____

Signature of local chairman _____ Telephone _____

Business Mailing Address _____

ALL APPLICATIONS SHALL BE STAMPED IN BY LOCAL COMMITTEES ON THE DATE OF ACTUAL RECEIPT.



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# Voluntary Program
## Complete If Participating

**REQUEST FOR MODIFICATION**
**PROFESSIONAL IMPROVEMENT PROGRAM**

**Office Use Only:**
White copy - S.D.E
Canary copy - Local committee
Pink copy - Participant

***Instructions:***

1. *PRINT OR TYPE*
2. *Do not write in margins or on back of form. Make no attachments except in the case of a modification for extenuating circumstances. In such cases, attach documentation verifying the extenuating circumstance.*
3. *List only one deletion/addition and/or addition.*
4. *Except in the case of extenuating circumstances, you are allowed only two modifications per year to your original plan.*
5. *Modifications must be approved by the local committee prior to a participant's attending an inservice activity or completing an academic activity.*
6. *Request for modifications must be presented to the local committee by the first of each month.*
7. *Be reminded that no points may be earned while on leave for rest and recuperation, leave-without pay, etc.*

I. *TO BE COMPLETED BY PARTICIPANT:*

*NAME* _____ _____
*LAST FIRST MIDDLE* *TEACHING CERTIFICATE NUMBER*

_____
*Area(s) of certification (Be sure to list all areas in which you are certified.)*

_____ _____ _____
*Position you currently hold* *Subject area(s)* *Grade(s) Taught*

_____ _____ _____
*School system* *Code* *School*

_____ _____ _____
*Signature of applicant* *Date* *Home mailing address*

(___) _____ _____
*Home telephone number* *City/State/Zip*

_____

*ITEM LISTED ON APPLICATION WHICH YOU WISH TO DROP (IF ANY):* ___ *Academic* ___ *Inservice*
*List name of activity, SDE catalog number, date, and sponsoring agency if activity is in inservice area:*

_____
*Catalog # Name of activity* *Date* *Sponsoring agency* *# Points*

*Give course number, title, and name of college or university if activity is academic:*

_____
*Course #* *Title* *College/University* *# Points*

*SUPPLY THE INFORMATION FOR THE ADDITION YOU WISH TO MAKE IN YOUR PLAN:*

*Inservice* _____
*Catalog # Title* *Date* *Sponsor* *# Points*

*Academic* _____
*Course # Title* *Semester* *College/University* *# Points*

*Other Academic* _____

*Reason for requesting modification (if for extenuating circumstances): (Attach documentation to support extenuating circumstances.)*

_____

_____

*If modification is for an academic course, course is in:*

___ *Subject matter area* ___ *College of education or pedagogy*

_____

II. *TO BE COMPLETED BY LOCAL COMMITTEE: Reviewed by* _____ _____ _____

*Date received* _____

*Approved* _____ _____ *Date* _____

*Disapproved* _____ *Date* _____

*Reason for disapproval* _____

_____

_____ _____
*Telephone number of local chairman* *Signature of local chairman*

*MODIFICATION NUMBER* _____ *Extenuating circumstances* _____



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**Voluntary**
Complete if participating

**STATE OF LOUISIANA**
**DEPARTMENT OF EDUCATION**

**REQUEST FOR EXTENSION**

**I. To be completed by applicant (PRINT OR TYPE)**

Name _____ _____
Last First Middle Teaching Certificate #

Social Security Number_____ Date _____

_____
Position you currently hold Subject area(s) Grade(s) taught

_____
Local School System School Parish Code

I hereby certify that I have been unable to complete the 19_____ - _____ year of my Professional Improvement Program because of one of the extenuating circumstances outlined in the Guidelines, Louisiana Education Employees Professional Improvement Program. I understand that this request must be approved by both my local committee and the State Department of Education. I am attaching verification of the extenuating circumstance(s) that have caused me to make this request. During the PIP year for which this extension is requested, I was able to earn the following PIP points:

_____ACADEMIC _____INSERVICE

I further understand that the deadline for making this application is August 1 of the PIP year following the year of my inability to complete my PIP program. If granted this extension, I fully understand that during the extension year I must complete the PIP points that I was unable to accrue during the year for which the extension is requested and also earn whatever additional points are required in order to earn a total of 30 academic points during the extension year. (Note: the 30-point requirement is waived in cases where a participant is forced to take an early retirement because of personal illness; in such cases, the participant may be granted an extension, without benefit of any further PIP increment, to complete unearned points without penalty of repayment.)

_____ _____
Signature of applicant Street Address

_____ _____
Home Telephone City/State/Zip

.....

TO BE COMPLETED BY LOCAL COMMITTEE: Reviewed by _____ _____ _____

Approved _____ Date _____

Disapproved _____ Date _____

_____
Signature of Local Chairman

Reasons for disapproval: _____

_____

_____

NOTE TO LOCAL COMMITTEES: All extension requests (in triplicate), whether approved or disapproved at the local level, must be fowarded to the Department of Education, PIP Section, no later than August 10. All supportive information (absentee records, medical documentation, etc.) must be attached to each extension request. DO NOT use the sample form provided in the guidelines. Use ONLY the three-part NCR form provided by the State PIP office.

.....

TO BE COMPLETED BY DEPARTMENT OF EDUCATION:

Reviewed by _____ Date _____

Approved _____

Disapproved _____

Referred to State Committee for Appeal _____

.....

STATE COMMITTEE DISPOSITION

Approved _____ Disapproved _____ Date _____

YOU ARE HEREBY _____ Granted an extension to complete your 19_____ - _____ PIP program

_____ Required to return to the STATE OF LOUISIANA the sum of _____

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**VOLUNTARY PROGRAM**
**Complete if Participating**

**LOUISIANA EDUCATIONAL EMPLOYEES**
**PROFESSIONAL IMPROVEMENT PROGRAM**

1985-86

INSTRUCTIONS: ATTACH TO ORIGINAL PLAN OR MODIFICATION; PRINT OR TYPE AND RETURN TO LOCAL COMMITTEE.

NAME _____ _____
Last First Middle Teaching Certificate Number

_____
Area(s) of certification (List ALL areas in which you are certified.)

_____ _____ _____
Position you currently hold Subject area(s) Grade(s) taught

_____ _____ _____
School system Code School

_____ _____ _____
Signature of applicant Date Home mailing address

( ) _____ _____
Home telephone number City/State/Zip

I wish to obtain academic points as part of my Professional Improvement Program plan by taking the following course(s):

COURSE # TITLE COLLEGE/UNIVERSITY POINTS

COURSE # TITLE COLLEGE/UNIVERSITY POINTS

I plan to certify in the critical shortage area of _____;
I have attached the certification requirements for this area of critical shortage as per Department of Education, Bureau of Higher Education and Teacher Certification requirements (Bulletin 746). Further, I plan to continue pursuit of certification in this critical shortage area for the duration of my five-year PIP plan. Signatures of both my immediate supervisor and my local school system superintendent indicate their awareness of my plan. This item has been notarized.

Notary Public Designation:

ACKNOWLEDGED:

Immediate Supervisor: _____

Superintendent _____

---

LOCAL COMMITTEE USE ONLY:

APPROVED: _____ REVIEWED BY: ____ ____ ____

DISAPPROVED: _____ REASON(S): _____

---

SIGNATURE OF LOCAL COMMITTEE CHAIRMAN: _____

DATE: _____

Voluntary

LOUISIANA EDUCATIONAL EMPLOYEES
PROFESSIONAL IMPROVEMENT PROGRAM

INSTRUCTIONS: PRINT OR TYPE AND RETURN TO LOCAL COMMITTEE

NAME _____ _____
Last First Middle Teaching Certificate Number

_____
Area(s) of certification (List all areas in which you are certified.)

_____ _____ _____
Position you currently hold Subject area(s) Grade(s) taught

_____ _____ _____
School System Code School

_____ _____ _____
Signature of applicant Date Home mailing address

( ) _____ _____
Home telephone number City/State/Zip

I wish to obtain academic points as part of my Professional Improvement Program plan by taking the course(s):

COURSE# TITLE COLLEGE/UNIVERSITY POINTS

COURSE# TITLE COLLEGE/UNIVERSITY POINTS

I plan to use this/these course(s) to count toward subject matter requirements since no course in either my area(s) of certification or my area(s) of job responsibility was/were available. I have attached a notarized statement from the registrar of the college/university stating that the information I have listed below is correct.

REASON(S)_____

_____

_____

_____

LOCAL COMMITTEE USE:

APPROVED _____ REVIEWED BY: _____ _____ _____

DISAPPROVED _____ REASON(S):_____

_____

SIGNATURE OF LOCAL COMMITTEE CHAIRMAN:_____

DATE: _____

STATE DEPARTMENT USE:

APPROVED _____ REVIEWED BY: _____

DISAPPROVED _____ DATE:_____

REFERRED TO STATE COMMITTEE _____

STATE COMMITTEE USE:

APPROVED _____ DISAPPROVED _____ REASON(S)_____

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Louisiana Department of Education

**Voluntary**
Complete if participating

## Year - End PIP Summary for Participants

PRINT OR TYPE

Name _____ _____ _____
Last First Middle/Maiden Date Submitted Social Security Number

Currently Teaching _____Yes _____No On Approved Leave _____Yes _____No

Current School or Assignment_____ Work Phone_____ Home phone_____

Position_____

You must attach verification of each activity you attended to earn PIP points. University grade slips (not a photocopy) or transcripts will suffice for academic points earned through a college or university. Official certificates of successful completion are required for inservice points earned. All verification records must be attached to this summary in the same order as activities are listed below. Attach original verification form whenever possible. Approved modification forms must also be attached.

### List of activities completed according to my PIP plan and/or modification(s):

★★★★★★ACADEMIC★★★★★★

(Minimum - 30 PIP Points)

| | University of Sponsoring Organization | Course Name or Activity | Course No. | Credit Hrs. | PIP Points |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| | | | | Total Academic Points | |

For your academic course(s) taken for PIP credit, complete the following according to the coding system which can be obtained from your immediate supervisor or from your local PIP chairman:

College/University Semester/Quarter Graduate/Undergraduate College of Ed./Outside Ed.

_____ _____ _____ _____ _____ _____ _____ _____

Elem. Teacher/Sec. Teacher/Elem. Admin./Sec. Admin./Central Off. Admin. or Sup. _____

★★★★★★INSERVICE★★★★★★

| | Sponsoring Organization | Course Name | Course No. | No. Hours | PIP Points |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| | | | | Total Inservice Points | |

I certify that the above information is correct_____
Signature of Participant

STAPLE DOCUMENTATION IN SAME ORDER AS ACTIVITIES ARE LISTED ABOVE.

---

FOR LOCAL COMMITTEE USE

We have reviewed this plan and certify that this participant (has) (has not) successfully completed his/her Professional Improvement Plan for the current year of the program.

Notes: _____

_____

LOCAL COMMITTEE APPROVAL _____ _____ _____ _____
Initial/Date Initial/Date Initial/Date Chairman or Vice - Chairman/Date

---

This is official notification that _____
Name of Participant Social Security Number

has successfully completed his/her Professional Improvement Plan for the current year of the program.

_____Professional Improvement Committee_____
Chairman or Vice - Chairman

Current School/Job Assignment_____ Date_____

_____Academic _____Inservice _____Total



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## CODING SYSTEM FOR PARTICIPANTS
## LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM
## HOUSE CONCURRENT RESOLUTION 189 OF 198

| COLLEGE/UNIVERSITY | CODE |
|---|---|
| Centenary College | 31 |
| Delgado Community College | 02 |
| Dillard University | 33 |
| Grambling State University | 01 |
| Louisiana College | 35 |
| LSU - Baton Rouge | 03 |
| LSU - Alexandria | 04 |
| LSU - Eunice | 06 |
| LSU - Shreveport | 05 |
| Louisiana Tech University | 09 |
| Loyola University - New Orleans | 37 |
| McNeese State University | 11 |
| Nicholls State University | 13 |
| Northeast Louisiana University | 15 |
| Northwestern State University | 17 |
| Our Lady of Holy Cross College | 41 |
| St. Mary's Dominican College | 43 |
| Southeastern La. University | 19 |
| Southern University - Baton Rouge | 21 |
| Southern University - New Orleans | 23 |
| Southern University - Shreveport | 24 |
| Tulane University | 45 |
| University of New Orleans | 25 |
| University of Southwestern La. | 27 |
| Xavier University of La. | 28 |
| Out-of-state College/University | 99 |
| * Other | NA |

| PARTICIPANT'S CLASSIFICATION | CODE |
|---|---|
| Elementary Teacher | 1 |
| Secondary Teacher | 2 |
| Elementary Administrator | 3 |
| Secondary Administrator | 4 |
| Central Office Administrator/Supervisor | 5 |

| SEMESTER | CODE |
|---|---|
| Fall | 1 |
| Spring | 2 |
| Summer | 3 |
| Special | 4 |

| COURSE CLASSIFICATION | CODE |
|---|---|
| Graduate | 1 |
| Undergraduate | 2 |
| * OTHER (Planning/Presenting, Exemplary Program, Student Teachers) | NA |

| COURSE AREA | CODE |
|---|---|
| College of Education | 1 |
| Outside Education | 2 |
| *Planning/Presenting | |
| *Exemplary Program | NA |
| *Student Teachers | NA |

JAVA 1400 1238

APPLICATION FOR APPROVED INSERVICE ACTIVITIES
PROFESSIONAL IMPROVEMENT PROGRAM 1985-86

**Voluntary**
Complete if participating

Louisiana Department of Education
Thomas G. Clausen, Ph.D., State Superintendent

RETURN THIS FORM TO MR. FRED SHIRLEY, DIRECTOR OF CONTINUING EDUCATION, LOUISIANA DEPARTMENT OF EDUCATION, P. O. 9604 BATON ROUGE, LA 70804 BY DECEMBER 1, 1984. ALL FORMS MUST BE TYPED. PLEASE FOLLOW INSTRUCTIONS CAREFULLY.

This is a:
(Check one)
☐ New Submission
☐ Resubmission

Type of Offering:
(Check one)
☐ Workshop (7-30 participants)
☐ Seminar (7-20 participants)
☐ CEU
☐ Task Force
☐ Conference (30+ participants)

Name of Sponsoring Org.: _____

Mailing Address: _____

Title of Offering: _____

Location of Offering: _____

Eligible Participants: _____

POSITION & EMPLOYING AGENCY OF PRESENTER: _____

Total Contact Hours: _ _ . _ PIP Points: _ _

Fee: (Check one)
___ $ _ _ _ . _ _
___ No Fee
___ To be announced

| Beg. Date | End Date | Day(s) | Times |
|---|---|---|---|
| _ _ _ _ _ _ m m d d y y | _ _ _ _ _ _ m m d d y y | S M T W T F S (circle) | ____ AM ____ AM PM PM |
| _ _ _ _ _ _ m m d d y y | _ _ _ _ _ _ m m d d y y | S M T W T F S (circle) | ____ AM ____ AM PM PM |
| _ _ _ _ _ _ m m d d y y | _ _ _ _ _ _ m m d d y y | S M T W T F S (circle) | ____ AM ____ AM PM PM |

Contact Person _____ Phone: ( ) _____ - _____

Street Address _____

City, State, Zip _____

Rationale for offering this activity:

Objectives (List at least two):

Brief Description:

SIGNED: _____
CHIEF ACADEMIC OFFICER, COLLEGE OR UNIVERSITY OR LOCAL SCHOOL SYSTEM SUPERINTENDENT

FOR STATE COMMITTEE USE ONLY: Reviewed by _____

Approved ____ Provisionally approved ____ Disapproved ____ Date ____

Reasons for disapproval/provisional approval _____

White - Louisiana Department of Education Canary - Louisiana Department of Education Pink - Retain for your files

**VOLUNTARY PROGRAM**
*Complete If Participating*

**APPLICATION FOR APPROVED COLLEGE CREDIT COURSE**
**PROFESSIONAL IMPROVEMENT PROGRAM — 1985-86**

**Louisiana Department of Education**
**Thomas G. Clausen, Ph.D., State Superintendent**

RETURN THIS FORM TO MR. FRED SHIRLEY, DIRECTOR OF CONTINUING EDUCATION, LOUISIANA DEPARTMENT OF EDUCATION, P.O. BOX 94064, BATON ROUGE, LA 70804-9064, **BY DECEMBER 1, 1984.** PLEASE FOLLOW INSTRUCTIONS CAREFULLY.

.....

**NOTE: IN ACCORDANCE WITH THE LEGISLATIVE MANDATES AND STATED GUIDELINES, ALL COLLEGE COURSES OFFERED FOR PIP CREDIT SHALL MEET THE FOLLOWING CONDITIONS: (1) Be approved by individual management boards; (2) be submitted to the State PIP Committee by the deadline (this applies to college courses that do not appear in the current college catalog along with a definitive description); (3) be completed by June 30, 1986, for 1985-86 PIP credit; and (4) meet in accordance with these regulations: for one semester hour of credit, a total of 750 minutes on at least five separate days and a minimum of 50 minutes each day; for two semester hours of credit, a total of 1500 minutes on at least 10 separate days and a minimum of 50 minutes each day; for three semester hours of credit, a total of at least 2250 minutes on at least 15 separate days and a minimum of 50 minutes each day; for more than three semester hours, the number of minutes and days provided for one semester hour multiplied by the number of semester hours offered.**

NAME OF INSTITUTION _____

MAILING ADDRESS _____

TITLE AND NUMBER OF CREDIT COURSE _____

_____

(Example: EDUC 491: Special Topics - The Teaching of Creative Writing)

SPECIFIC COLLEGE OF OFFERING _____

SEMESTER/QUARTER HOURS ____ ____ . ____ (10 points per semester hour) ____ ____ . ____ PIP Points

CONTACT HOURS: Lecture ____ Laboratory ____ TOTAL ____

Graduate credit ____ Undergraduate credit ____

TYPE OF COLLEGE COURSE: ____ New course ____ College course involving travel

____ Course **number change** only Old Number _____

____ Special topic course (Give specific title as shown in example above.)

COURSE DESCRIPTION: (Give description as it does or will appear in the catalog; give specific prerequisites and/or co-requisites.)

THE EMPHASIS OF THIS COURSE IS THAT OF ACADEMIC SUBJECT/CONTENT ____ PEDAGOGY ____

SIGNATURES: PIP Coordinator and Title _____

_____

Chief Academic Officer and Title _____

_____

.....

FOR STATE COMMITTEE USE ONLY: Reviewed by _____

APPROVED _____ PROVISIONALLY APPROVED _____ DISAPPROVED _____ DATE _____

REASONS FOR PROVISIONAL APPROVAL OR DISAPPROVAL: _____

_____

_____

CONTENT _____ PEDAGOGY _____

White copy - La. Dept. of Education Canary - La. Dept. of Education Pink - Retain for files

EVALUATION **TECHNICAL ASSISTANCE**

PRESENTERS ARE REQUIRED TO HAVE PARTICIPANTS EVALUATE ACTIVITIES. THE EVALUATION INSTRUMENT SHOULD BE DEVELOPED BY THE PRESENTER; THE ITEMS LISTED BELOW ARE SUGGESTED ITEMS THAT CAN BE USED. A COMPILATION OF THE EVALUATIONS IS TO BE ATTACHED TO THE SIGN-SHEET THAT IS SENT TO THE DEPARTMENT OF EDUCATION.

TITLE OF ACTIVITY_____

PRESENTER_____

DATE/TIME OF ACTIVITY_____

SPONSORING ORGANIZATION_____

RATE THE FOLLOWING STATEMENTS ON SCALE OF 1 TO 5

| | | | | | |
|---|---|---|---|---|---|
| 1. THE **ORGANIZATION** OF THE "SEMINAR" WAS: | 1 POOR | 2 | 3 | 4 | 5 EXCELLENT |
| 2. THE "SEMINAR" **OBJECTIVES** WERE: | 1 VAGUE | 2 | 3 | 4 | 5 CLEARLY EVIDENT |
| 3. THE **SCOPE** (COVERAGE) OF THE "SEMINAR" WAS: | 1 INADEQUATE | 2 | 3 | 4 | 5 MOST ADEQUATE |
| 4. THIS "SEMINAR" MET MY **NEEDS**: | 1 NOT AT ALL | 2 | 3 | 4 | 5 EXCEPTIONALLY WELL |
| 5. THE **INFORMATION** PRESENTED WAS: | 1 NOT RELEVANT | 2 | 3 | 4 | 5 VERY RELEVANT |
| 6. I WILL BE ABLE TO USE THE **CONTENT**: | 1 NEVER | 2 | 3 | 4 | 5 COMPLETELY |
| 7. THE AMOUNT OF TIME DEVOTED TO THIS TOPIC WAS: | 1 INSUFFICIENT | 2 | 3 | 4 | 5 MOST ADEQUATE |
| 8. THE **LOCATION, FACILITIES, AND ACCOMODATIONS** WERE: | 1 INADEQUATE | 2 | 3 | 4 | 5 ADEQUATE |
| 9. I CONSIDERED THE EFFORTS OF THE **CONSULTANTS**: | 1 POOR | 2 | 3 | 4 | 5 EXCELLENT |
| 10. **OVERALL**, I CONSIDERED THIS "SEMINAR": | 1 POOR | 2 | 3 | 4 | 5 EXCELLENT |
| 11. THE METHOD OF **PRESENTATION** WAS: | 1 UNINTERESTING | 2 | 3 | 4 | 5 VERY STIMULATING |

OPEN QUESTION(S) PLEASE COMPLETE EACH STATEMENT:

12. I PLAN AS A RESULT OF THE "ACTIVITY" TO_____
_____
_____

13. SPECIFIC INFORMATION OR TECHNIQUES PRESENTED DURING THIS "ACTIVITY" THAT I PLAN TO USE ARE____
_____
_____

14. FOLLOW-UP "**ACTIVITIES**"/SUPPORT THAT WOULD HELP ME APPLY THE CONTENT INCLUDE_____
_____
_____

15. FUTURE "**ACTIVITIES**" OR TOPICS I WOULD LIKE TO BE OFFERED ARE_____
_____
_____

16. THE MOST USEFUL OR VALUABLE ASPECTS OF THIS "ACTIVITY" ARE_____
_____
_____

17. I THINK THIS "ACTIVITY" COULD BE IMPROVED BY_____
_____
_____

18. COMMENTS:_____
_____

SIGNATURE OF PRESENTER_____

The Louisiana Department of Education provides this example as Technical Assistance. R.S. 17:3601-R. S. 17:3661 requires evaluation of activities presented for Professional Improvement Program points; however, the use of this specific form is not mandatory.



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CERTIFICATE OF ATTENDANCE

NAME OF PARTICIPANT _____ SOCIAL SECURITY NUMBER _____

TITLE OF WORKSHOP, CONFERENCE, SEMINAR, OR TASK FORCE (circle one) _____ DATE(S) HELD _____

FOR PRESENTER'S/INSTRUCTOR'S USE ONLY

The above named person attended the above named workshop for the time specified below. The workshop/seminar/conference/task force requirements were successfully completed by the participant.

Length of Activity _____ PIPS Points Awarded _____ Signature of Instructor _____

Number in attendance _____ Sponsoring Agency _____

THIS CERTIFICATE IS NOT VALID UNLESS COMPLETED AND SIGNED BY THE INSTRUCTOR.

The Louisiana Department of Education provides this example as Technical Assistance. R.S. 17:3601-R.S. 17:3661 requires verification of completed activities contracted by enrollment in the Professional Improvement Program; however, the use of this specific form is not mandatory.



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**Voluntary**
Complete if participating

TO: CHAIRMEN, LOCAL COMMITTEES FOR THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM IN APPROPRIATE PARISHES:

LISTED BELOW IS/ARE THE NAME(S) OF THE PARTICIPANT(S) IN THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM WHO PLANNED THE FOLLOWING WORKSHOP:

_____
(TITLE OF WORKSHOP, SEMINAR, OR CONFERENCE) LENGTH NUMBER OF POINTS

CONDUCTED _____ AT _____
DATE(S) LOCATION

| NAME(S) OF PLANNER(S) | SOCIAL SECURITY NO. | LOCAL SCHOOL SYSTEM | NUMBER OF POINTS |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

LISTED BELOW IS/ARE THE NAME(S) OF THE PARTICIPANTS IN THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM WHO PRESENTED THE ABOVE ACTIVITY:

| NAME(S) OF PRESENTER(S) | SOCIAL SECURITY NO. | LOCAL SCHOOL SYSTEM | NUMBER OF POINTS |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

SPONSORING ORGANIZATION _____

SIGNATURE OF CONTACT PERSON _____

The sponsoring organization must send copies of the above information to appropriate local chairmen for the Louisiana Educational Employees Professional Improvement Program and also to the Louisiana Department of Education on completion of the activity. The Department of Education's copy of this form must be accompanied by a compilation of the evaluation instrument for this activity and a copy of the planner's activity outline form which was approved by the respective local committee.



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**Voluntary**
Complete if participating

LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

ATTACH TO ORIGINAL APPLICATION OR MODIFICATION THERETO

OUTLINE FOR APPROVAL TO RECEIVE POINTS FOR PLANNING INSERVICE ACTIVITIES TO BE INCLUDED IN THE PROFESSIONAL IMPROVEMENT PROGRAM

TITLE OF ACTIVITY_____

DATE(S)_____

LENGTH OF ACTIVITY_____ NUMBER OF POINTS TO BE AWARDED PARTICIPANTS_____

NAME(S) OF PLANNER(S)_____

_____

_____

LOCAL SCHOOL SYSTEM_____

PLANNER(S) MUST COMPLETE THE FOLLOWING INFORMATION AND SUBMIT IT TO THE CHAIRMAN OF THE RESPECTIVE LOCAL COMMITTEE. PLEASE KEEP IN MIND THE DEFINITIONS LISTED BELOW FOR PLANNERS AND PRESENTERS.

PLANNER - A person who develops the objectives, the agenda, the content, and the evaluation processes of an approved inservice activity. He must submit an outline detailing the process of planning an activity; the process must include more than making physical arrangements for an activity, contacting a consultant, etc. Local committees are instructed to evaluate carefully each of these plans and differentiate between planning and arranging (3 points per hour of actual length of workshop). Multiple planners must share points.

PRESENTER - A person who conducts a learning experience for an approved inservice activity (2 points per hour for initial presentation; 1 point per hour for subsequent presentations).

OBJECTIVES (LIST AT LEAST TWO):_____

_____

_____

_____

PROPOSED AGENDA:_____

_____

_____

_____

SUMMARY OF CONTENT:_____

_____

_____

_____

EVALUATION PROCESS:_____

_____

SIGNATURE OF PLANNER_____

---

TO BE COMPLETED BY LOCAL COMMITTEE:

APPROVED:_____ DATE:_____ DISAPPROVED:_____

REASON(S) FOR DISAPPROVAL:_____

SIGNATURE OF CHAIRMAN_____

BUSINESS ADDRESS AND TELEPHONE_____

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**Voluntary**
Complete if participating

TO: CHAIRMEN, LOCAL COMMITTEES FOR THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM (ACT 207) IN APPROPRIATE PARISHES

LISTED BELOW ARE THE NAMES OF THE PARTICIPANTS IN THE LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM WHO SUCCESSFULLY COMPLETED THE

_____
(TITLE OF WORKSHOP, SEMINAR AND/OR CONFERENCE) LENGTH NO. OF POINTS

CONDUCTED _____ AT _____
DATE(S) LOCATION

| NAMES OF PARTICIPANTS | SOC. SECURITY NO. | LOCAL SCHOOL SYSTEM (PARISH/CITY) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SPONSORING ORGANIZATION _____

*NAME OF PRESENTER _____

SIGNATURE OF PRESENTER _____

*The sponsoring organization must send copies of the above information to appropriate local chairmen for the Louisiana Educational Employees Professional Improvement Program and also to the Louisiana State Department of Education on completion of the activity. The State Department copy of this form must be accompanied by a compilation of the evaluation instrument used for this activity.

Local school system

letterhead

CERTIFIES THAT

_____

NAME TEACHING CERTIFICATE NUMBER

_____

SOCIAL SECURITY NUMBER

has been awarded _____

ACADEMIC PIP POINTS

FOR SUPERVISING _____ STUDENT TEACHERS/INTERNS
(underline one)

FROM

_____

NAME OF UNIVERSITY

DURING THE _____ SEMESTER_____

Date_____

_____

Superintendent or designee

The Louisiana Department of Education provides this example as Technical Assistance. R.S. 17:3601-R.S. 17:3661 requires verification of the participants' supervision of student teachers; however, the use of this specific form is not mandatory.

**Voluntary**
Complete if participating

LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

APPLICATION FOR APPROVAL FOR TUTORING

I, _____ of _____
(Name) (School)

in _____ hereby seek approval to participate in
(School system)

the Louisiana Educational Employees Professional Improvement Program as a tutor in accordance with Bulletin 1619, Guidelines, Louisiana Educational Employees Professional Improvement Program, R.S. 17:3621-23, and R.S. 17:3661. My area(s) of teaching responsibility is/are the following: (Check appropriate response and complete.)

Secondary _____ Elementary _____

Teaching area(s) _____ Grade(s) level _____

_____

_____

My area(s) of certification is/are _____

_____

My teaching certificate number is _____

APPROVALS:

1. Principal _____ _____
Signature School

2. Supervisor _____ _____
Signature School system

Bulletin 1619 states that only classroom teachers are eligible to earn inservice points for tutoring. This form is to accompany the original application for participation in the Professional Improvement Program for 1985-86 when the application is filed with the respective local committee.

**Voluntary**
Complete if participating

LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

STATEMENT OF NOTARIZATION FOR TUTORING

I. _____, hereby declare that _____
(Name of parent/guardian) (Name of tutor)

_____ received no compensation for tutoring

my child, _____, for _____ hours.
(Child's name) (Number of hours)

Signed_____

Witness_____

Date_____ _____
Notary

Lesson plans for each hour of instruction must accompany this sworn statement and must be forwarded to the chairman of the tutor's respective local Professional Improvement Program Committee.

---

I, _____, hereby certify that _____
(Name of child's teacher) (Child's name)

_____ is in need of tutoring in _____
(Area of instruction)

Signed_____

Date_____ School_____

---

TO BE COMPLETED BY TUTOR:

Name _____

School _____

Teaching assignment _____

Teaching Certificate Type and Number_____

I request that _____ Professional Improvement Points be awarded me for this activity.

_____
(Signature of tutor/participant)

SAMPLE FORM TO BE USED FOR REPORTING SUBSTITUTE TEACHER REIMBURSEMENT REQUESTS:

(School Board Letterhead)

Total number of days teachers on local committee required substitutes _____

Rate of substitute pay per day _____

Total amount requested for substitute pay reimbursement _____

Dates local committee met:

Date Submitted:

_____
Superintendent or designee

_____
Chairman, Local Committee

_____
Notary

The Louisiana Department of Education provides this example as Technical Assistance. R.S. 17:3601-R.S. 17:3661 created the Local PIP Committees and made provisions for reimbursement for substitute teachers for meetings; however, the use of this specific form is not mandatory.

# TECHNICAL ASSISTANCE

SAMPLE FORM TO BE USED FOR REQUEST FOR REIMBURSEMENT OF OFFICE/CLERICAL EXPENSES:

(School Board Letterhead)

The following amount(s) are requested for office/clerical expenses incurred by _____ School Board for the Professional Improvement Program:

| | |
|---|---|
| Clerical expenses (Attach itemization) | _____ |
| Office supplies (Attach invoices) | _____ |
| Postage (Attach itemization) | _____ |
| Printing (Attach itemization) | _____ |
| TOTAL AMOUNT REQUESTED | _____ |

Date submitted:

_____
Superintendent

_____
Chairman, Local Committee

_____
Notary

The Louisiana Department of Education provides this example as Technical Assistance. R.S. 17:3601-R.S. 17:3661 created the Local PIP Committees and made provisions for reimbursement for clerical expenses for compliance with the State Committee guidelines and the law; however, use of this specific form is not mandatory.

**SAMPLE FORM TO BE USED TO REQUEST REIMBURSEMENT FOR TRAVEL EXPENSES FOR MEMBERS OF LOCAL COMMITTEES (21¢ per mile; breakfast $4.00 if travel commences before 6:00 a.m. and extends beyond 9:00 a.m.; lunch $5.00 if travel commences before 10:00 a.m. and extends beyond 2:00 p.m.; dinner $9.00 if travel commences before 4:00 p.m. and extends beyond 8:00 p.m.; lodging not to exceed $40.00 per day):**

(School Board Letterhead)

The following travel expenses have been reimbursed to local PIP committee members:

1. Name of committee member and date of travel (Attach documentation) — Amount paid

2. Name of committee member and date of travel (Attach documentation) — Amount paid

3. Name of committee member and date of travel (Attach documentation) — Amount paid

TOTAL AMOUNT REQUESTED _____

Date submitted:

_____
Superintendent

_____
Chairman, Local Committee

_____
Notary

The Louisiana Department of Education provides this example as Technical Assistance. R.S. 17:3601-R.S. 17:3661 created the local PIP Committees and provided for payment of travel expenses to committee meetings; however, the use of this specific form is not mandatory.

LOUISIANA DEPARTMENT OF EDUCATION

1985-86

LOUISIANA EDUCATIONAL EMPLOYEES
PROFESSIONAL IMPROVEMENT PROGRAM

**Voluntary**
Complete if participating

INVOICE FORM 1

It is the responsibility of the local committee chairman to complete all invoice forms and to submit the original and one copy to:

LOUISIANA DEPARTMENT OF EDUCATION
Fred Shirley, Director
Bureau of Continuing Education
P.O. Box 94064
Baton Rouge, LA 70804-9064

TO BE MAILED NO LATER THAN AUGUST 1, 1986

The Department of Education should make check payable to:

_____
Parish

_____
Address

_____
City/State/Zip

_____
Date submitted

| | #PARTICIPANTS | AMOUNT |
|---|---|---|
| A. Amount paid to Local School System by the Department of Education as of June 30, 1986 (Fiscal Year 1985-86) | | |
| B. SALARY ENHANCEMENT PAID TO PARTICIPANTS BY LOCAL SCHOOL SYSTEM: | | |
| 1. Participants successfully completing plans (full payment to participants) | | |
| 2. Participants granted extensions _____ Year | | |
| 3. Participants transferring TO your local school system (partial payment paid to participants) | | |
| 4. Participants transferring FROM your local school system (partial payment paid to participants) | | |
| 5. Partial payment to participants who are on leave-without-pay, who have withdrawn from the program, or who have retired with a completed plan for the year (50 points) | | |
| 6. Funds irretrievable because of death of participant(s) | | |
| 7. Amount to be recovered by the State Department of Education for particpants who did not successfully complete their plans | | |
| 8. LESS amount received by the local school system for participants who did not successfully complete thier plan(s) | | |
| TOTAL SALARY ENHANCEMENT PAID TO PARTICIPANTS | | |
| C. BALANCE DUE _____ Parish (B greater than A) | | |

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INVOICE FORM 1 (continued)

BALANCE DUE LA. DEPARTMENT OF EDUCATION (A greater than B) _____

PLEASE SUBMIT NAMES AND LAST KNOWN ADDRESSES OF PARTICIPANTS AND AMOUNTS DUE THE STATE DEPARTMENT OF EDUCATION AS AN ATTACHMENT TO THIS INVOICE.

| | |
|---|---|
| Section Chief, PIP | School System Business Manager/Accountant |
| Bureau Director | Local PIP Committee Chairman |
| Assistant Superintendent, Academic Programs | Superintendent of Schools |
| Deputy Superintendent of Administration | Notary Public |

Voluntary
Complete if participating

LOUISIANA STATE DEPARTMENT OF EDUCATION
1984-85
LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM
(THIS FORM TO BE USED FOR ENROLLING NEW PARTICIPANTS IN THE PROGRAM)

FORM 1 (A)

Submit:
Original and one copy
to State Department
of Education

School System Code:_____ School System Name:_____

APPROVED PAPTICIPANTS

Total Number of Educators Enrolled (FORM 1A+1F)_____ Total Number of Pages for Form 1 (A)_____ Date Submitted_____

Names and numbers must be exactly as they appear on the Teaching Certificate.

| NAME (ALPHABETICAL) | CERTIFICATE NUMBER | DEGREE LEVEL | TOTAL YEARS OF EXPERIENCE | SOCIAL SECURITY NUMBER | SALARY INCREMENT |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Submit:
Original and
one copy to
State Department
of Education

**Voluntary**
Complete if participating

LOUISIANA STATE DEPARTMENT OF EDUCATION

FORM 1(B)

1985-86

LOUISIANA EDUCATIONAL EMPLOYEES PROFESSIONAL IMPROVEMENT PROGRAM

Name of Parish/City _____ Date Submitted _____

DISAPPROVED APPLICATIONS

Total Number of Educators with disapproved plans _____

Total Number of Pages for Form 1(B) _____

Name (Alphabetical)

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
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28
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32.
33.
34.
35.
36.

A COMPUTER PRINT-OUT LISTING THE TEACHERS IS ACCEPTABLE

TOTAL $ _____

APPENDIX D

DEADLINES FOR 1985-86 HAVE BEEN ESTABLISHED BY THE STATE COMMITTEE AND ARE AS FOLLOWS:

Submission of applications for approved activities for 1985-86 to State Committee----------December 1, 1984

Enrollment period for participants----------March 1-31, 1985

Approval/disapproval of individual plans by local committees----------May 15, 1985

Appeals procedures for local committees----------May 15-31, 1985

Appeals procedures for State Committee----------June 1-30, 1985

Date for earning points for 1985-86----------July 1, 1985 through June 30, 1986

Final deadline for reporting year-end summaries to local committees detailing points earned for 1985-86----------July 15, 1986 (by law)

Deadline for filing extension requests for 1985-86--------August 1, 1986

Deadline for final reporting of participants' points from Local Committee to State Department for 1985-86------August 1, 1986

DEADLINES FOR 1984-85 HAVE BEEN ESTABLISHED BY THE STATE COMMITTEE AND ARE AS FOLLOWS:

Final deadline for reporting year-end summaries to local committees detailing points earned for 1984-85----------July 15, 1985 (by law)

Deadline for filing extension requests for 1984-85--------August 1, 1985

Deadline for final reporting of participants' points from Local Committees to State Department for 1984-85-----August 1, 1985